Revision



Lesson 8 : Sharing information

Compare between intranet network and internet :

Intranet	Internet
- An intranet is used to share in a closed network.	- The internet is used to share over the web.
- It is more secure. 	- It's less secure. 

Lesson 2 : Protecting ourselves and our information

1

To keep your PII safe

To keep your PII safe :

1. Limit the personal information you share online.
2. Don't sign up for a website if it asks for too much personal information.
3. Use different strong passwords.
4. Use anti-virus software.
5. Update your devices regularly.

2

Back up your data

To back up your data you can use :

1. Some apps and software programs that back up data automatically.
2. **A data-storage devices such as :**
   - flash drive
   - external hard disk drive
3. A hybrid backup is a safer way to back up and store files.
4. The hard disk has more space than the Flash Memory.

Revision

on Lessons 3



Lesson 3 : Password security

Phishing and Smishing

- Phishing and smishing are ways used by hackers to get your password.
- Phishing is a message via e-mail or social media that looks real, but isn't.

Types of phishing scam :

1. A message which says that you have won a prize, but have to give your bank account details.
2. When an attachment, or a file is opened data-stealing software is installed on the person's computer, or the user is asked to enter sensitive information such as bank account details.

- Ways of identifying phishing messages :
  1. include misspelled words and grammar errors.
  2. include requests for too much personal data.
- Smishing is the same thing but it is a text message instead of an e-mail.

General Exercises
On Lesson 8



▶ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

ممتاز 🟢 جيد جدا
جيد 🔴 غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. The internet is used to share over the web and is more secure. ( ) (الجيزة - أبو نمرس)
2. You can add or subtract any data using Microsoft Excel. ( ) (الجيزة - 6 اكتوبر)
3. To sort the information in alphabetical order by Excel, go to the toolbar then click on data then click on sort. ( ) (سوهاج - جهينة)

2 Choose the correct answer from a, b, c or d.

1. .... is a program to create graphs. (الجيزة - أبو نمرس)
   a. Word b. Excel c. E-mails d. PowerPoint
2. To create a simple formula in a cell, first type the .... , this tells Excel you are creating a formula. (الجيزة - 6 اكتوبر)
   a. sign "=" b. sign "x" c. sign "/" d. sign "+"
3. The program .... is used to perform simple formulas. (الجيزة - كرداسة)
   a. Excel b. PowerPoint c. Word d. Paint
4. To add any two numbers in Excel, select the cell and write a mark .... (الجيزة - أوسيم)
   a. quotation " " b. equals = c. brackets ( ) d. subtract (–)
5. Network used to share information and less secure is ....
   a. network b. internet c. intranet d. none of them

2. El Moasser Exercises تدريبات كتاب المعاصر

3 Choose the correct answer from a, b, c or d .

1. .... is used to sort data alphabetically and organizing data.
   a. Excel b. Word c. PowerPoint d. Paint
2. To type a formula in a cell in Excel program, type .... at the beginning of equation.
   a. + b. - c. = d. ?
3. The .... is used to share over the web and is less secure.
   a. internet b. intranet c. network d. closed network
4. .... is used to share in a closed network and is more secure.
   a. Internet b. Intranet c. Network d. Open network
5. When a cell is in column A and the fourth row, the cell is called ....
   a. A4 b. 4A c. A4A d. A5
6. If you want to calculate the sum of values in cells A1 , A2 and A3, we write the formula ....
   a. =A1+A2+3A b. =AAA+123 c. =A1+A2+A3 d. A1 + A2 + A3 =

4 Read and correct words between brackets.

1. (LAN) is used to share over the web and is less secure. (..............)
2. (Columns) in Excel are labeled with letters. (..............)
3. (/) symbol means multiplication in Excel program. (..............)

5 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. The intranet is used to share over the web and is less secure. ( )
2. Rows in Excel are labeled with letters. ( )
3. The cell B5 is located in column (5) and row (B). ( )
4. The internet is used to share in a closed network and is more secure. ( )
5. Columns in Excel are labeled with numbers. ( )
6. The intranet is a private information for sharing information. ( )
7. The data in Excel program can't be arranged alphabetically. ( )
8. The internet is used to share information and is less secure. ( )
9. In Excel program the symbol (=) is used at beginning of writing in a cell to refer to calculation process. ( )

6 Match each symbol with the correct meaning.

The Symbol	The meaning
1. +	☐ Subtraction
2. *	☐ Division
3. /	☐ Multiplication
4. –	☐ Addition

7 Answer the following formula.

Suppose cell A1 has a value of 10 and cell B2 has a value of 2

- = A1 + B2 ....
- = A1 / B2 ....
- = A1 - B2 ....
- = A1 * B2 ....
- = A1 + A1 ....
- = B2 + B2 ....

قم بتلوين الدائرة باللون المناسب لمستواك. ◯



General Exercises
On Lesson 2



ممتاز
جيد جدا
جيد
غير جيد

▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 **Put (✓) in front of the correct sentence and (x) for the wrong one.**

1. Strong passwords contain letters and numbers only. [الجيزة - كرداسة] ( )
2. We don't need a strong password to protect our personal data. [الجيزة - أبو نمرس] ( )
3. You shouldn't sign up to a website that asks for a lot of personal information. [الجيزة - الهرم] ( )
4. Hybrid back up is a safer way to back up and store files. [المنوفية - سرس الليان] ( )
5. An anti-virus helps you keep your personal data safe. [منيا - سمالوط] ( )
6. Anti-virus software is ineffective to protect its owner from the dangers of the internet. [المنوفية - قويسنا] ( )

2 **Choose the correct answer from a, b, c or d.**

1. .... use the internet to break into a computer system. [الأقصر - الأقصر]
   a. Students b. Hackers c. Teachers d. Thieves
2. You can keep your files from viruses or loss by making .... [المنوفية - شبين الكوم]
   a. back up b. off device
   c. personal information d. none of them
3. We can back up our important files using .... [المنوفية - شبين الكوم]
   a. GPS b. external hard drives
   c. password d. all of the above
4. Back up copies of files are created on .... [الغربية - الغربية]
   a. Flash Memory b. external hard disk
   c. both a & b d. GPS
5. .... means make another copy of your work to keep it safe. [القاهرة - السادات]
   a. Copyrights b. Back up c. Save d. PII

3 **Complete the sentences with appropriate words in brackets.**

(virus – hacker – software)

1. The .... tries to take the bank account number of an adult to steal his money. [الجيزة - الهرم]
2. Hackers can send .... [الجيزة - كرداسة]

2. El Moasser Exercises تدريبات كتاب المعاصر

4 Choose the correct answer from a, b, c or d.

1. .... can use someone's email address and password to send a virus to all the email addresses in your email account.
   a. Hackers b. Biologists
   c. Computer engineers d. Teachers
2. ...., such as your name, address, date of birth, and your passwords, is your personal information.
   a. PPII b. PII c. IP d. PC
3. 🕮 The strong password should contain ....
   a. letters only b. letters & numbers
   c. letters, numbers, and special signs d. numbers only
4. To keep your data safe use .... software.
   a. anti-virus d. browser
   c. Word program d. PowerPoint program
5. There are several ways to back up your data such as ....
   a. flash memory b. external hard disk
   c. both a & b d. anti-virus
6. 🕮 .... is considered a weak password.
   a. 12345678 b. A123A$% c. A1A2@5264 d. Aw#1^123

5 Put (✓) in front of the correct sentence and (✗) for the wrong one.

1. Limit the personal information you share online from the ways of protecting your personal data online. ( )
2. The Flash Memory can be used to back up data like external hard disk. ( )
3. 🕮 Sign up for a website if it asks for too much personal information to protect your personal data online. ( )
4. Use anti-virus software on all your devices and update your devices regularly to protect your files. ( )
5. 🕮 Some apps and software programs can back up data automatically. ( )
6. The mouse and screen are from the accessories that you can use to save your files securely. ( )

6 Complete the sentences with appropriate words in brackets.

(Flash Memory - PII - External hard disk drive - Hackers)

1. 📖 .... use the internet to break into a computer system and steal personal information.
2. .... , ... are of the accessories that you can use to save your files securely.
3. .... is an abbreviation of Personally Identifiable Information.

7 Read and write the name of the app, concept, or tool.

1. He can use someone's email address and password to send a virus to all the email addresses. (..................)
2. It contains letters, numbers, and symbols. (..................)
3. It's used to protect your computer from viruses. (..................)
4. It is an abbreviation of Personally Identifiable Information. (..................)

8 Read and circle the correct one.

1. To protect your computer, you should use a program (Word program - antivirus), and you should avoid opening unknown messages where (teachers-hackers) sneak into your computer and steal your data.
2. The password for your online accounts must be (strong-weak) and to do this the password must contain (letters only - letters, numbers, special symbols).

9 Read and circle the correct usage.

1. Strong password :
   - contains letters, numbers, and special symbols.
   - contains letters and symbols.
2. (12345678) considered :
   - strong password. - weak password
3. Flash Memory :
   - Can be used to store data and files. - Can be used to print files on paper.

قم بتلوين الدائرة باللون المناسب لمستواك. ◯



Accumulative Test

On Lessons 1 & 2



اختبـار تراكمـي على الدرسين الأول والثاني.

1 Choose the correct answer from a, b, c or d.

1. .... are trips to places where one takes photographs of the area.
   a. Copyrights b. Stolen data
   c. Photography expeditions d. Lost files
2. 🕮 Placing a .... helps the photographers to protect their work.
   a. photo b. watermark c. pen d. browser
3. Dropping and breaking your laptop is .... you should protect your files from
   a. software problems b. human errors
   c. viruses d. browser 3 problems
4. 🕮 .... is considered a strong password.
   a. 12345678 b. A123A$%
   c. abcdefgh d. none of them

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Hackers use the internet to break into a computer system and steal personal information. ( )
2. PII is abbreviation of Personally Identifiable Information. ( )
3. You can use the photos of others without asking permission or without purchasing the right to use the image. ( )
4. Mr. Kerby uses GPR to find the location and navigate quickly. ( )

3 Read and circle the correct one.

1. Mr. Kerby travels with (car and camera-laptop and camera) and he ensures his work is protected by sharing his (high-resolution photos - low-resolution photos) only with people he trusts.
2. Mr. Kerby uses (GPS - GPR) which is considered a mapping tool for navigation. And he backs up all the images he has taken with his camera or drone on (one - two) external hard drive.

يمكنك المراجعة باستمرار (تراكمية)
من خلال الصفحة السابقة.

General Exercises
On Lesson 3



▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

ممتاز 🔵 جيد جدا 🟢 جيد 🟡 غير جيد 🔴

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Password management software is used to create strong passwords. ( ) [الجيزة - الهرم]
2. Password managers create a unique password. ( ) [المنوفية - سرس الليان]
3. One type of phishing is receiving a message telling you that you won an award. ( ) [القاهرة - الزيتون]

2 Choose the correct answer from a, b, c or d.

1. Hackers can get your password by a .... way. [الجيزة - الدقي]
   a. updating b. phishing c. planning d. chatting
2. .... means you provide at least two ways of identifying yourself.
   a. MFA b. Password c. E-mail d. PIN [الجيزة - الدقي]
3. .... is sending a fake message via e-mail or social media that looks real.
   a. Virus b. Phishing c. Folder d. Smishing [المنيا - منفلوط]

3 Complete the following sentences with appropriate words in brackets.

(Multi - factor authentication - password manager - Smishing - phishing)

1. .... is sending a message via text messages to steal your data. [الجيزة - كرداسة]
2. .... provides at least two ways of identifying yourself. [الجيزة - كرداسة]
3. One of the forms of .... is the arrival of a message from an unknown person asking you for your data to obtain a prize. [الجيزة - الهرم]
4. A .... tells you if one of your passwords has been stolen online. [الجيزة - ٦ أكتوبر]

2. El Moasser Exercises تدريبات كتاب المعاصر

4 Choose the correct answer from a, b, c or d.

1. .... tell you if one of your passwords has been stolen.
   a. Password managers b. MFA
   c. PIN d. Scam
2. .... creates a strong, unique password for each of your accounts.
   a. Phishing b. Scam
   c. Password manager d. Virus

3. MFA often combines a known factor, such as ....
   a. first name or last name
   b. username or password
   c. password or PIN
   d. password only
4. .... is an abbreviation for Personal Identification Number.
   a. PEN
   b. PNI
   c. PIN
   d. PNE
5. The phishing message can be identified by ....
   a. correct grammar
   b. correct spelling
   c. spelling errors
   d. none of them
6. MFA provides at least .... ways of identifying yourself.
   a. four
   b. three
   c. five
   d. two
7. .... tells you if the passwords you already have are too weak or if you've reused them.
   a. Password manager
   b. MFA
   c. PIN
   d. Virus

5 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. Hackers use phishing to steal your password. (
2. There are only one-way hackers can get your password. (
3. You need strong passwords to help protect your personal data from hackers. (
4. A password manager creates a strong, unique password for each of your accounts. (
5. MFA is an abbreviation for multi-factor authentication. (
6. PIN is an abbreviation for multi-factor authentication. (
7. Multi-factor authentication tells you if the passwords you already have are too weak. (
8. A password manager provides at least two ways of identifying yourself. (
9. Data-stealing software is installed on the person's computer when you open a link containing phishing. (

6 Match.

(A)	(B)
1. Phishing and Smishing	☐ a. if your passwords were stolen.
2. Password managers tell you	☐ b. are ways hackers use to get your password.
3. Misspelled words help you	☐ c. identify phishing scam.

7 Look and write.

New message

To: reemhassan@egypt.com

From: bankegypt@342gf4236dss.com

Dear Sir,

Thank you for your bisiness! You won a vacation to Hurghada! But, hurry!

This prize only good today.

If the link doesn't work, reply to this email with your name, address and bank account number. Hurry!



Sign in to get your prize

Sincerely,

Head of Customer Service

Bank of Egypt

1. How does the message encourage you to respond?

....

2. What errors or problems do you see in this phishing email?

....

8 Read and circle the correct one.

1. Scam messages always contain (correct sentences - sentences with grammatical and spelling errors), and you should avoid (opening - closing) the links inside them.
2. Hacker's use (phishing - writing program) to (save - steal) your account password, and to protect yourself, you must use (MFA - GPS) to verify access to your account in to ways.

9 Read and correct words between brackets.

1. The (PIN) provides at least two ways of identifying yourself. (..................)
2. The (doctors) use phishing to steal your password. (..................)
3. The phishing message can be identified by correct grammar. (..................)

قم بتلوين الدائرة باللون
المناسب لمستواك.



2 November Test

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Backing up your data protects your lost and damaged files. ( )
2. The password manager creates a strong, unique password of the users' accounts. ( )
3. Multi-Factor authentication depends only on one way of authentication. ( )
4. Multi-Factor authentication is used to get the password of your account. ( )
5. Scareware websites contain fake warnings about downloading something. ( )
6. The scam websites have different tricks but they have the same principles. ( )
7. If you are a victim for a scam website, you don't have to contact the General Department for combating Internet crimes. ( )
8. The protocol determines how the information will be transferred in the URL.( )

2 Choose the correct answer from a, b, c, or d.

1. Sorting info into alphabetical order, go to the toolbar and click on ....
   a. Insert b. Design c. Data d. Tools
2. PII, Personally Identifiable Information is considered a ....
   a. password b. favorite meal
   c. favorite sport d. favorite book
3. .... get the passwords of the users on the internet by hacking the data.
   a. Users b. Workers
   c. Hackers d. Designers
4. The .... websites contain misspelling and bad grammar.
   a. scam b. ideal
   c. correct d. famous
5. One way to files is to .... back up your data.
   a. protect b. hack c. delete d. press
6. We can use the .... to move using the Global positioning system.
   a. camera b. hard disk
   c. external drive d. mobile phone
7. (www . ekb . com), is the .... of the parts of Uniform Resource Locator, URL.
   a. protocol b. resource name
   c. file path d. file format

Exercises on Lesson 8

1 Choose the correct answer:

1. The internet is a/an .... network.
   a. open b. closed c. both

(محافظة القاهرة – إدارة النزهة 2023) (محافظة الإسكندرية – إدارة المنتزه أول 2023)

2. The .... is used to share the information in a private network.
   a. WAN b. internet c. intranet

3. The more secure sharing in a closed network is called ....
   a. intranet b. internet c. none of them

محافظة الإسكندرية – إدارة شرق التعليمية 2023

4. A network used to share information and that is less secure is called ....
   a. email b. internet c. intranet

محافظة المنوفية – إدارة السادات 2023

5. Sharing information via the internet is considered .... than the intranet.
   a. unreliable b. less secure c. more secure

محافظة الإسكندرية – إدارة المنتزه أول 2023

6. .... is used to perform simple formulas.
   a. Excel b. Zoom c. Word

(محافظة الإسكندرية –إدارة المنتزه أول 2023) (محافظة الدقهلية – الإدارة التعليمية 2023)

7. To create a formula in Excel, type the .... sign in the cell.
   a. + b. / c. =

(محافظة الإسكندرية – إدارة شرق التعليمية 2023) (محافظة الفيوم – إدارة شرق 2023) (محافظة الإسكندرية – إدارة وسط 2023)

8. When arranging information alphabetically in Excel, go to the ....
   a. copying b. toolbar c. cells

محافظة الإسكندرية –إدارة المنتزه أول 2023

9. To perform division in Excel, use the .... sign.
   a. +   b. –   c. /

10. The top of columns in Excel are ....
   a. numbers   b. letters   c. both of them

محافظة الإسكندرية – إدارة شرق التعليمية 2023

11. The left side of the rows in Excel are ....
   a. numbers   b. letters   c. both of them

12. To arrange information alphabetically in Excel, go to the toolbar, and click on Data, then click on ....
   a. Layout   b. Format   c. Sort

13. If you want to sum the values in columns A, B, and C from row 4, the formula is ....
   a. C4 + B4 + A4   b. C4 – B4 – A4   c. A4 + B4 + C5

14. You want to subtract the values in columns E, C, and A from row 6, then you write the formula ....
   a. = E6 – C6 – A6   b. = E9 – C6 – A9   c. = E9 – C9 – A9

2 Put (✓) or (✗):

1. You can share information using an intranet or the Internet. (   )
2. The internet is more secure and private than the intranet. (   )
3. The intranet is used to share the information in an open network. (   )
4. You can add or subtract any numeric data using Microsoft Excel. (   )
5. The data in cells cannot be arranged alphabetically. (   )
6. To create a formula in Excel, we use a "=" sign. (   )
7. The row title has a number. (   )

محافظة الفيوم – إدارة شرق 2023

8. To create a simple formula, we select the cell and then type a "÷" sign. (   )

9 In MS Excel, the rows are labeled with numbers, while the columns are labeled with letters. ( )

10 The cell in the Excel program can contain only numbers. ( )

محافظة القاهرة – إدارة النزهة 2023

11 We can arrange the information alphabetically in Excel using the Sort property. ( )

3 Complete the missing parts using the words between the brackets:

(addition – subtraction – division – letters – numbers – Sort)

1 The information can be arranged alphabetically by the................. property.

2 We use the formula ÷ for the .... process.

3 We use the formula + for the .... process.

4 The rows are labeled with ...., while the columns are labeled with ....

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 The internet	a. can help in arranging the information alphabetically.
2 The intranet	b. is used to subtract two or more cells in Excel.
3 Sort	c. is used to share information in an open network.
4 +	d. is used to start any formula using Excel.
5 –	e. is used to share information in a close network.
6 =	f. is used to add two or more cells in Excel.

1 .... 2 .... 3 ....

4 .... 5 .... 6 ....

Exercises on Lesson 2

1 Choose the correct answer:

1 .... include(s) your name, address, date of birth, and passwords.
a. Personal information b. Public information c. Both a and b

2 The one who steals the personal information is called a ....
a. thief b. photographer c. hacker

محافظة الإسكندرية – إدارة شرق التعليمية 2023

3 "........................" is considered a strong password.
a. pony123 b. ictbook895 c. Ict@258#p

4 You can protect your files from viruses or loss by creating ....
a. device shutdown b. backups c. personal data

(محافظة القاهرة – إدارة النزهة 2023) (محافظة الإسكندرية – إدارة وسط 2023)

5 A .... can try to get the bank account of an adult in order to steal his money.
a. hacker b. family member c. teacher

محافظة الإسكندرية – إدارة المنتزه أول 2023

6 Passwords must be .... for each website you register on.
a. similar b. weak c. different

محافظة الفيوم – إدارة شرق 2023

7 Backup copies of files are created on ....
a. a flash memory b. an external hard disk c. both a and b

محافظة المنوفية – إدارة السادات 2023

8 To keep your data safe, use .... programs on all your devices.
a. social media b. antivirus c. browser

9 The hard disk has usually .... space than the flash memory.
a. more b. less c. the same

10 .... your device regularly to keep your data safe.
a. Upload b. Update c. Delete

11 The hard disk drive and the flash memory are used for .... purpose.

a. different b. the same c. the opposite

12 You should protect your files from dangers, such as viruses and ....

a. software problems b. human errors c. both a and b

13 If a website asks you to enter much personal information, you should ....

a. ignore the warning b. avoid using this website c. proceed

2 Put (✓) or (✗):

1 You should limit the personal information you share online. ( )

محافظة الجيزة – إدارة الشيخ زايد 2023

2 Antivirus software shouldn't be installed on your computer. ( )

محافظة المنوفية – إدارة السادات 2023

3 Hard disks always have less space than flash memories. ( )

محافظة الإسكندرية – إدارة المنتزه أول 2023

4 Hybrid backup is a safer way to back up and store files. ( )

5 Hackers use the Internet to break into a computer system. ( )

محافظة الجيزة – إدارة أبو النمرس 2023

6 Strong passwords must contain letters, numbers, and special signs. ( )

7 Files are stored using a flash memory. ( )

محافظة القاهرة – إدارة النزهة 2023

8 Hackers can steal your personal information without using the Internet. ( )

9 Both hard disks and flash memories are used for the same purpose. ( )

10 Hackers can send a virus to all the email addresses in your email account. ( )

11 Websites that ask for too much personal information are safe. ( )

12 There are several ways to back up data, such as flash drives and hard drives. ( )

13 Antivirus helps you keep your private data safe. (   )

14 An external hard drive is used to store large files. (   )

محافظة الإسكندرية – إدارة وسط 2023

15 All software programs back up data automatically. (   )

16 The flash memory is better to store large files than the external hard drive. (   )

3 Complete the missing parts using the words between the brackets:

(flash memory – Antivirus – password – Personal information – hard disk)

1 .... helps you keep your private data safe.

2 .... includes your name, address, date of birth, and passwords.

3 A .... should include letters, numbers, and special signs.

4 The .... has less space than the ...., but they are used for the same purpose.

4 Think and answer:

- You want to create an account for an online quiz that tells you the job you should have when you grow up.

Which pieces of PII do you think are OK to share?

Register New Account

Your first name

Your age

Your last name

Your date of birth

Your address

Your place of birth

Your school name

Your parent's band account number OR credit card number

Create Account   Cancel

Exercises on Lesson 3

1 Choose the correct answer:

1. .... is sending a fake message via email or social media that looks real.
   a. Smishing b. Phishing c. Virus

2. Smishing is the same thing as phishing, but it is sent by ....
   a. email b. text message c. Facebook

محافظة البحر الأحمر – إدارة الغردقة 2023

3. .... tells you if one of your passwords has been stolen online.
   a. Multi-factor authentication
   b. Password manager c. Antivirus

4. One of the forms of .... is the arrival of a message from an unknown person asking you for your data to obtain a prize.
   a. phishing b. the Internet c. databases

محافظة الإسكندرية – إدارة المنتزه أول 2023

5. Passwords can be strengthened using ....
   a. multi-factor authentication b. antivirus c. browsers

6. A text message encourages you to act quickly is a type of ....
   a. phishing b. smishing c. emails

7. When you open a phishing file, data-stealing software is .... on your PC.
   a. updated b. deleted c. installed

8. .... provides at least two ways of identifying yourself.
   a. Multi-factor authentication b. Password manager c. Antivirus

9. Phishing messages can be identified by containing ....
   a. trusted information b. spelling errors c. both a and b

10 An example of phishing is receiving .... from an unknown person.

a. a letter from your father b. a letter from one of your friends

c. a letter informing you that you have won a prize

محافظة الدقهلية – الإدارة التعليمية 2023

11 You will receive a code for .... when you log into a game website from a different PC.

a. a short period of time b. a long period of time c. two times

2 Put (✓) or (✗):

1 Phishing is one of the ways that hackers use to get your password. ( )

2 Phishing messages cannot be recognized. ( )

3 We don't need strong passwords to protect our personal data. ( )

محافظة الجيزة – إدارة أبو النمرس 2023

4 Password manager provides at least two ways of identifying yourself. ( )

5 Phishing is a text message that looks real, but it isn't. ( )

6 Phishing messages are free from grammar errors. ( )

محافظة المنوفية – إدارة السادات 2023

7 MFA is an abbreviation for multi-factor authentication. ( )

8 Smishing is sending a scam message via text messages instead of an email. ( )

محافظة الإسكندرية – إدارة المنتزه ثان 2023

9 Data-stealing software may ask you to enter your bank account details. ( )

10 Antivirus can tell you if one of your passwords has been stolen online. ( )

11 A form of phishing is a message telling you that you have won a prize, but you have to give personal details. ( )

12 A password manager software is used to create strong passwords. (   )

(محافظة المنوفية – إدارة السادات 2023) (محافظة الجيزة – إدارة العمرانية 2023)

(محافظة الإسكندرية – إدارة المنتزه أول 2023)

13 Password manager creates a unique password for each of your accounts. (   )

14 Multi-factor authentication requests one way of identifying yourself. (   )

3 Complete the missing parts using the words between the brackets:

1 .... helps you to create strong passwords for your accounts.

2 .... provides at least two ways of identifying yourself.

3 .... is sending a message via email to steal your data.

4 .... is sending a message via text messages to steal your data.

4 Does this message encourage you to respond? And how?

New message

To: reemhassan@egypt.com

From: bankegypt@342gf4236dss.com

Dear Sir,

Thank you for your bisiness! You won a vacation to Hurghada! But, hurry! This prize only good today.

If the link doesn't work, reply to this email with your name, address and bank number, Hurry!



Sincerely,
Head of customer service
Bank of Egypt

SEND

November Revision

① Summary

Lesson 8

- **Intranet:** It is used to share information in a closed network, and it's more secure.
- **Internet:** It is used to share information over the web in an open network, so, it's less secure.

1. **Sorting information in Excel:**
   - Go to the Toolbar and click on Data, then click on Sort.
2. **Setting formulas in cells:**
   - Type (=) in this cell. This tells Excel you are creating a formula.
   - You can set formula to add (+), subtract (–), multiply (x), or divide (/).

- In Excel, a cell is named using a combination of a letter and a number.
- The letters are at the top of the columns and the numbers are on the left side of the row.

Lesson 2

- **Personal information:** It includes your name, address, date of birth, and passwords.
- **Hackers:** They break into a computer and steal personal information.
- **Hacker** can use someone's email address and password to send a virus to all the email addresses in your email account.
- **Hackers** can use an adult's bank account to steal money.
- **How to keep your personal information (PII) safe?**

1. Limit the personal information you share online.
2. Don't sign up for a website if it asks for too much personal information.
3. Use different strong passwords that are different and contain letters, numbers, and special signs.
4. Use antivirus software on all of your devices.



5. Update your devices regularly.

- You should protect your files from viruses, software problems, human errors.
- **How to back up your data?**

1. Some apps and software programs back up data automatically.
2. You can use a data-storage device, such as:
   - A flash memory
   - An external hard drive

- This is called a hybrid backup; it is a safer way to backup and store files.
- The hard disk has more space than the flash memory although they are both used for the same purpose.

Lesson 3

- **Phishing:** It is sending a message via email or social media applications that looks real, but it isn't.
- **Smishing:** It is the same as phishing, but it is a text message instead of an email.
- **When you open an attachment or a file of phishing:**
  - Data-stealing software is installed on your computer, or you're asked to enter sensitive information, such as a bank account.
- **How to identify phishing messages?**

1. It includes misspelled words and grammar errors.
2. It requests too much personal data.

- **Password manager:**

1. It creates strong and unique passwords for each of your accounts.
2. It also tells you if the passwords you already have are too weak or if you've reused them.
3. It can even tell you if one of your passwords has been stolen online.

- **Multi-factor authentication (MFA):**
  - MFA is used to strengthen your passwords.
  - You provide at least two ways of identifying yourself.



Revision

ICT Exercises 2023 For November Syllabus

Choose the correct answer:

1. Mr. Hiebert uses .... to design presentations for his discoveries.
   a. Facebook b. PowerPoint c. e-mail
2. Mr. Hiebert uses .... to share his discoveries with his colleagues.
   a. MS Word b. MS Excel c. video conference
3. .... the problem is the first step to solve any computer problem.
   a. Identifying b. Planning c. Leaving
4. When the browser is running slow, you have to ....
   a. delete unwanted apps b. check the Wi-Fi signal
   c. restart the computer
5. You should check for software updates when ....
   a. there is no internet connection b. downloading a file is very slow
   c. your computer slows down while opening an app
6. You should try a new Ethernet cable when ....
   a. the internet connection is interrupted
   b. the screen freezes c. your computer slows down
7. You can contact the customer service of your ISP for help when ....
   a. the internet connection is interrupted
   b. the browser is running slow c. an app won't open
8. If your computer slows down when opening an app, you can ....
   a. restart your router b. check for software updates
   c. check the Wi-Fi speed
9. To store and share information, we use a ....
   a. scanner b. printer c. flash memory
10. A .... is used to save images on the computer to use them later.
    a. scanner b. printer c. router
11. A .... helps us to access information by scanning it with a phone camera.
    a. browser b. QR code c. digital book

12 To create a folder, use the mouse and press the ....
a. left button, then select New, then select Folder
b. right button, then select Folder, then select New
c. right button, then select New, then select Folder

13 .... folders helps us manage files using information technology.
a. Creating b. Deleting c. Copying

14 What is the first step that helps you to organize the data in your computer?
a. Adding a subfolder b. Typing a name for the folder
c. Creating the main folder

15 The first step in conducting research is to ....
a. share your results b. decide on keywords c. decide on the topic

16 Before you express the data in a graph, you must ....
a. share it online b. analyze it c. delete it

17 It is not a good idea to use .... when searching for subtopics.
a. full sentences
b. different words with different meanings
c. different words with the same meanings

18 The best way to collect information is getting it from ....
a. Facebook b. printed books c. WhatsApp

19 The .... is used to share information in a closed and private network.
a. letter b. internet c. intranet

20 The internet is .... secure than the intranet.
a. less b. more c. no correct answer

21 The rows in MS Excel are labeled with ....
a. letters b. numbers c. symbols

22 Typing .... in the cell tells Excel you are creating a formula.
a. + b. – c. =

23 If you want to sum the values in columns A, B, and C from row 4, then the formula is ....
a. C4 + B4 + A4 b. C4 – B4 – A4 c. A4 + B4 + C5

24 When creating a formula, use the .... sign for subtraction.
a. + b. – c. =

25 When creating a formula for division, use the .... sign.
a. + b. – c. ÷

26 If you want to subtract the values in columns E, C, and A from row 6, write the formula ....
a. E6 – C6 – A6 b. E9 – C6 – A9 c. E9 – C9 – A9

27 .... is an ecologist and he photographs landscapes and animals.
a. Albert Lin b. Fred Hiebert c. Jeff Kerby

28 When Jeff Kerby prepares for a trip, he thinks carefully about ....
a. the things he will do b. the places he will go to
c. a & b

29 Jeff Kebry uses all these tools in his expedition, except ....
a. GPS b. GPR c. drones

30 The .... is used to back up all the photos you take.
a. drone b. GPS c. hard disk drive

31 Sometimes the photographer uses his .... to take quick pictures.
a. computer b. mobile phone c. GPS

32 If Jeff Kebry needs to share photos with his colleagues immediately, he uses the ....
a. cell phone applications b. cameras and drones
c. social media sites

33 Jeff Kebry uses .... to navigate places.
a. hard drives b. GPS c. laptops

34 A photographer should share his high-resolution photos with ....
a. people he knows b. people he trusts c. all people

35 A photographer should protect his work by not sharing images with ....
a. high resolution b. low resolution c. watermark

36 Using photographs that were taken by others without asking permission is ....
a. owning images b. copyright infringement c. back-up copies

37 .... use the internet to break into your computer to steal your information.
a. Programmers b. Hackers c. Thieves

38 .... information includes your name, address, and passwords.
a. Internet b. Public c. Personal

39 To keep your data safe, use .... programs on all your devices.
a. social media b. anti-virus c. browser

40 Passwords must be .... for each website you register on.
a. different b. weak c. similar

41 .... is considered a strong password.
a. Ahmed123 b. abcd895 c. Ac#258#h

42 If a website asks you to enter much personal information, you ....
a. enter all your data b. enter trusted data only
c. avoid using this website

43 .... your devices regularly keeps your data safe.
a. Uploading b. Updating c. Restarting

44 The .... is used to save your important files securely.
a. flash memory b. CD drive c. external hard drive

45 .... allows users to connect their laptops to a bigger screen to watch movies or play games.
a. HDMI b. Ethernet cable c. Receiver

46 Internet speeds are much faster with .... connection.
a. bluetooth b. Ethernet c. Wi-Fi

47 Everyone owns the .... of the images they take unless they sell them.
a. copyright infringement b. copyrights
c. infringement

48 Both the flash memory and hard disk have the same ....
a. space b. shape c. purpose

49 The internet is more .... than the intranet.
a. private b. secure c. public

50 Which of the following have the same purpose?
a. Router and flash memory b. HDMI and drones
c. Ethernet cable and Wi-Fi

1 b	2 c	3 a	4 b
5 c	6 a	7 a	8 b
9 c	10 a	11 b	12 c
13 a	14 c	15 c	16 b
17 c	18 b	19 c	20 a
21 b	22 c	23 a	24 b
25 c	26 a	27 c	28 c
29 b	30 c	31 b	32 a
33 b	34 b	35 a	36 b
37 b	38 c	39 b	40 a
41 c	42 c	43 b	44 c
45 a	46 b	47 b	48 c
49 c	50 c		

2024

Model Exam 1

1 Choose the correct answer:

1. The .... program is used to perform simple formulas.
   a. Excel b. Zoom c. Word
2. .... is sending a fake message via email or social media that looks real.
   a. Smishing b. Phishing c. Virus
3. A .... is someone who tries to get the bank account of an adult in order to steal their money.
   a. hacker b. family member c. teacher
4. .... provides at least two ways of identifying yourself.
   a. Multi-factor authentication b. Password manager c. Antivirus
5. Phishing messages can be identified by containing ....
   a. trusted information b. spelling errors c. a and b
6. The .... is more secure network used to share information in a closed network
   a. Intranet b. Internet c. none of them
7. .... is to make another copy of your work to keep it safe.
   a. Copyright b. Back up c. Save

2 Put (✓) or (✗):

1. You can add or subtract any data using Microsoft Excel. (   )
2. Password Manger is used to create strong passwords. (   )
3. You shouldn't register on a website that asks for a lot of personal information. (   )
4. The Internet is used to share over the web and it is more secure. (   )
5. Some apps and software programs can back up data automatically. (   )
6. Data-stealing software may ask you to enter your bank account details. (   )
7. Smishing is sending a message via email that looks real but isn't. (   )
8. MFA is an abbreviation for Multi-Factor Authentication. (   )

Model Exam 2

1 Choose the correct answer:

1. Hackers can get your password by ....
   a. smishing b. phishing c. a and b
2. Using .... passwords for different sites keeps your information safe.
   a. the same b. weak c. different
3. Cell B12 in Excel is located at column .... and row .... consequently.
   a. B,12 b. 12,B c. B1,2
4. .... tells you if one of your passwords has been stolen online.
   a. Multi-factor authentication
   b. Password Manager c. Antivirus
5. The Internet is a/an .... network.
   a. open b. closed c. a and b
6. The hard disk has usually .... space than the flash memory.
   a. more b. the same c. the opposite
7. The left side of rows in Excel is labeled with ....
   a. numbers b. letters c. a and b

2 Put (✓) or (✗):

1. You can share your passwords with anyone. (   )
2. The cell in the Excel program can contain only numbers. (   )
3. Smishing is sending a scam message via text message instead of an email. (   )
4. Hackers use the Internet to break into a computer system. (   )
5. Phishing is one of the ways that hackers use to get your passwords. (   )
6. Multi-factor authentication requires one way of identifying yourself. (   )
7. A hacker can send a virus to all contacts in your email account. (   )
8. You cannot create backup copies of files. (   )

Model Exam 3

1 Choose the correct answer:

1. To create a formula in Excel, type .... in the cell.
   a. + b. / c. =
2. You can protect your files from viruses or loss by creating ....
   a. device shutdown b. backups c. personal data
3. Smishing is the same thing as phishing, but it is sent by ....
   a. email b. text message c. Facebook
4. Sharing information via the Internet is considered .... than the Intranet.
   a. unreliable b. less secure c. more secure
5. Passwords must be .... for each account you register on.
   a. similar b. weak c. different
6. Passwords can be strengthened using ....
   a. multi-factor authentication
   b. antivirus c. browsers
7. One of the accessories that you can use to save your files securely is the ....
   a. external hard disk b. drone c. camera

2 Put (✓) or (✗):

1. Row titles in Excel are labeled with numbers. ( )
2. Phishing messages cannot be recognized. ( )
3. Hackers can use the bank account number to take money from that account. ( )
4. MFA allows hackers to access your accounts easily. ( )
5. You can arrange data alphabetically in Excel using the "Sort" property. ( )
6. Hard disks always have less space than flash memory. ( )
7. Password Manager provides at least two ways of identifying yourself. ( )
8. An antivirus helps you keep your personal data safe. ( )

Model Exam 4

1 Choose the correct answer:

1. The tops of columns in Excel are labeled with ....
   a. numbers b. letters c. a and b
2. .... use the Internet to break into your computer to steal your information.
   a. Programmers b. Hackers c. Thieves
3. You should backup your data stored on a device from ....
   a. viruses b. human errors c. a and b
4. To add the values of cells in columns A, B, and C from row 4, the formula is ....
   a. C4+B4+A4 b. A4-B4-C4 c. A4+B4-C4
5. A text message encourages you to act quickly is a type of ....
   a. phishing b. smishing c. e-mail
6. .... is considered a strong password.
   a. pony123 b. ictbook895 c. Ict@258#pa
7. When you open a phishing file, data-stealing software is .... on your PC.
   a. updated b. deleted c. installed
8. To arrange information alphabetically in Excel, go to the Toolbar, Data Tab, then click on ....
   a. Layout b. Format c. Sort

2 Put (✓) or (✗):

1. The Internet is more secure and private than the Intranet. (   )
2. You should limit the personal information you share online. (   )
3. Phishing messages are free from grammar errors. (   )
4. Hybrid back up is a safer way to back up and store files. (   )
5. Using antivirus programs on your devices is not recommended. (   )
6. You can subtract two numbers in Excel using the operator "-". (   )
7. A type of phishing is a message tells you that you have won a prize, but you have to give personal details. (   )

Model Exam 5

1 Choose the correct answer:

1. When arranging information alphabetically in Excel, go to the ....
   a. Copying Bar b. Toolbar c. Cells Bar
2. You can create backups of your files on ....
   a. flash memory b. external hard disk
   c. a and b
3. The one who steal your personal information is named a ....
   a. thief b. photographer c. hacker
4. The operator .... is used in Excel to perform division.
   a. * b. / c. +
5. .... includes your name, address, date of birth, and your passwords.
   a. PII b. Phishing c. PC
6. One of the forms of .... is a message on Facebook that encourages you to act quickly.
   a. phishing b. update c. safety tips
7. The name of .... in Excel is a combination of letters and numbers.
   a. columns b. cells c. letters

2 Put (✓) or (✗):

1. You can share information using the Intranet or the Internet. ( )
2. Strong passwords contain only letters and numbers. ( )
3. You should update your devices regularly. ( )
4. Antivirus software mustn't be installed on your computer. ( )
5. Phishing messages are sent to your email address. ( )
6. MFA creates a strong different password for each of your accounts. ( )
7. The symbol "=" is used to create a formula in Excel. ( )
8. Phishing messages can be identified by misspelled words or grammar errors. ( )

Answers

Model Exam 1

1

1 a	2 b	3 a	4 a
5 b	6 a	7 b	

2

1 ✓	2 ✓	3 ✓	4 ✗
5 ✓	6 ✓	7 ✗	8 ✓

Model Exam 2

1

1 C	2 c	3 a	4 b
5 a	6 a	7 a	

2

1 ✗	2 ✗	3 ✓	4 ✓
5 ✓	6 ✗	7 ✓	8 ✗

Model Exam 3

1

1 c	2 b	3 b	4 b
5 c	6 a	7 a	

2

1 ✓	2 ✗	3 ✓	4 ✗
5 ✓	6 ✗	7 ✗	8 ✓

Model Exam 4

1

1 b	2 b	3 c	4 a
5 b	6 c	7 c	8 c

2

1 ✗	2 ✓	3 ✗	4 ✓
5 ✗	6 ✓	7 ✓	

Model Exam 5

1

1 b	2 c	3 c	4 b
5 a	6 a	7 b	

2

1 ✓	2 ✗	3 ✓	4 ✗
5 ✓	6 ✗	7 ✓	8 ✓

Lesson 08 Sharing Information

We can share information online, using:

1- The Internet

- **The internet is used to share information over the web.**
- **It is less secure.**



2- The Intranet

- **An intranet is used to share information in a closed network.**
- **It is more secure.**



We can share information using spread sheet (MS Excel)

- To sort information alphabetically:

Go to toolbar → Click on Data → then Click sort

Set formulas in cells:

- To add (+), subtract (-), multiply (x) or divide (/)

- Type (=) in the cell, this tells Excel you are creating a formula.

➔ **In Excel, a cell is named using a combination of:**

a letter (at the top of column)

and a number (on the left side of row).

E2 | fx | =B2+C2+D2

	A	B	C	D	E	F
1	Trainers	Pokeball	Great Ball	Ultra ball		
2	Iva	2	3	1	=B2+C2+D2	
3	Liam	5	5	2		
4	Adora	10	2	3		
5						
6						
7						
8						
9						
10						

Lesson 02 Protecting ourselves and our information

Personal Information

It includes your name, address, date of birth, and passwords.

Hackers can:



→ Use the internet to break into a computer system and steal personal information.

→ Use someone's e-mail address and password to send a virus to all the e-mail addresses in your e-mail account.

→ Use an adult's bank account number to take money from that account

Ways to keep your Personally Identifiable Information (PII) safe:

1- Limit the personal information you share online.

2- Don't sign up for a website if it asks for too much personal Information.

3- Use different strong passwords that contain letters, numbers, and special signs.

4- Use anti-virus software on all of your devices.

5- Update your devices regularly.



- You should protect your files from viruses, software problems, or human errors.

Ways to back up your data

1- Use some apps and software programs that back up data automatically.

2- Use a data-storage device that you attach to your computer, such as: -

A flash memory - An external hard drive

→ This is called a hybrid backup and it is a safer way to back up and store files.

- The hard disk has more space than flash memory, it may also be used for the same purpose.

Lesson 03 Password Security

➢ **Ways hackers can get your password:**



Phishing

It is sending a message via e-mail or social media applications that looks real but isn't

Smishing

It is the same thing as phishing but is a text message instead of an email.

Types of phishing (Smishing) scam



1- A message which says that you have won a prize but you have to give your bank account details to get the prize.

2- A message that encourages you to act quickly,

➢ **When you open an attachment or file of phishing:**

- Data-stealing software is installed on your computer, or
- You're asked to enter sensitive information such as bank account.

Ways of identifying phishing messages



- It include misspelled words or grammar errors.
- It asks too much personal data.

Password Manager

➔ Creates a strong unique password for each of your accounts.

➔ Tells you if the passwords you already have are too weak or you've reused them.

➔ Tells you if one of your passwords has been stolen online.

MULTI-FACTOR AUTHENTICATION (MFA)



- MFA is used to strengthen your passwords.
- MFA provides you at least two ways of identifying yourself:

Password or PIN (Personal Identification number)

Email or one-time code

November Questions Bank

Question 01 Read and Choose the Correct answer

1. Network used to share information and less secure is ....
   - (a) Ethernet
   - (b) internet
   - (c) intranet

2. To create a simple formula in a cell, first type the ...., this tells Excel you are creating a formula.
   - (a) Sign "="
   - (b) sign "x"
   - (c) sign "+"

3. .... is used to perform simple formulas.
   - (a) Excel
   - (b) Word
   - (c) PowerPoint

4. .... in Excel are labeled with letters
   - (a) Toolbars
   - (b) Columns
   - (c) Rows

5. The left side of the rows in Excel are ....
   - (a) numbers
   - (b) letters
   - (c) symbols

6. .... is used to share in a closed network and is more secure
   - (a) Internet
   - (b) Intranet
   - (c) Open network

7. To arrange information alphabetically in Excel, go to the toolbar, and click on Data, then click on ....
   - (a) Layout
   - (b) Format
   - (c) Sort

8. When arranging information alphabetically in Excel, go to the ....
   - (a) cells
   - (b) toolbar
   - (c) slides

9. If you want to calculate the sum of values in cells A1, A2 and A3, we write the formula ....
   - (a) =A1+2A+3A
   - (b) A1*A2*A3
   - (c) = A1+A2+A3

10. To perform division in Excel, use the .... Sign
    - (a) +
    - (b) =
    - (c) /

11. To keep your data safe, use .... software.
    - (a) MS Excel
    - (b) browser
    - (c) anti-virus

12. You can keep your files from viruses or loss by making ....
   - (a) turn off device
   - (b) backup
   - (c) personal information

13. .... include(s) your name, address date of birth, and passwords.
   - (a) Personal information
   - (b) Public information
   - (c) Personal computer

14. Passwords must be .... for each website you register on .
   - (a) same
   - (b) different
   - (c) weak

15. .... use the internet to break into a computer system
   - (a) Teachers
   - (b) Students
   - (c) Hackers

16. Backup copies of files are created on ....
   - (a) a flash memory
   - (b) an external hard disk
   - (c) both of them

17. Hackers can send .... to your computer
   - (a) virus
   - (b) antivirus
   - (c) backup

18. .... is consider a strong password
   - (a) 112024
   - (b) ss37@6%m25
   - (c) motamyez

19. Hybrid is a safer way to ....
   - (a) backup files
   - (b) delete files
   - (c) lock files

20. Use different strong password to keep your .... Safe.
   - (a) URL
   - (b) PII
   - (c) IOT

21. Hackers use the internet to .... a computer
   - (a) break into
   - (b) buy
   - (c) protect

22. Smishing is the same thing as phishing, but it is sent by ....
   - (a) email
   - (b) text message
   - (c) Facebook

23. When you open a phishing file, data-stealing software is .... on your PC.
   - (a) updated
   - (b) deleted
   - (c) installed

24. .... means you provide at least two ways of identifying yourself.
   - (a) MFA
   - (b) Password manager
   - (c) PIN

25. .... is sending a fake message via email or social media that looks real
   - (a) Smishing
   - (b) Phishing
   - (c) Virus

26 .... tells you if one of your passwords has been stolen online

ⓐ Multi-factor authentication ⓑ Password manager ⓒ Antivirus

27 Phishing messages can be identified by containing ....

ⓐ trusted information ⓑ spelling errors ⓒ . both a and b

28 You will receive a code for .... when you log into a game website from a different PC.

ⓐ a short period of time ⓑ a long period of time ⓒ two times

29 MFA often combines a known factor, such as ....

ⓐ first name or last name ⓑ username ⓒ password or PIN

30 MFA provides at least .... ways of identifying yourself .

ⓐ two ⓑ three ⓒ four

31 Phishing message includes ....

ⓐ correct grammar ⓑ right spelling ⓒ grammar errors

32 Hackers can get your password by ....

ⓐ phishing ⓑ smishing ⓒ both a and b

33 Data-stealing software is installed on your computer, when you .... an attachment of phishing.

ⓐ delete ⓑ open ⓒ block

Question 02 put " true " or " false "

1. You can add or subtract any data using Microsoft Excel. ( )
2. The internet is used to share over the web and is more secure. ( )
3. You can share information using an intranet or the Internet. ( )
4. The intranet is used to share the information in an open network. ( )
5. To create a simple formula, we select the cell and then type a "÷" sign. ( )
6. You can add or subtract any numeric data using Microsoft Excel. ( )
7. The data in cells cannot be arranged alphabetically. ( )
8. To create a formula in Excel, we use a "=" sign. ( )
9. Rows in Excel are labeled with letters. ( )

10	The cell B5 is located in column (5) and row (B).	( )
11	Antivirus software shouldn't be installed on your computer.	( )
12	Hybrid backup is a safer way to back up and store files.	( )
13	You shouldn't sign up to a website that asks for a lot of personal data.	( )
14	Websites that ask for too much personal information are safe.	( )
15	Hackers can steal your personal information without using the internet.	( )
16	Hard disks always have less space than flash memories.	( )
17	An anti-virus helps you keep your personal data safe.	( )
18	Hackers can send a virus to all the email addresses in your email account.	( )
19	When you log into a website from a different device, you receive a text message with a code that valid for one time only.	( )
20	All software programs back up data automatically.	( )
21	One way to back up the data is using a data storage device.	( )
22	Back up the data by some software programs and by using data-storage device is called hybrid backup.	( )
23	Smishing is sending a scam message via text messages instead of an email.	( )
24	One type of phishing is receiving a message telling you that you won an award.	( )
25	Phishing messages are free from grammar errors.	( )
26	A password manager software is used to create strong passwords.	( )
27	PIN is an abbreviation for Personally Identifiable Information.	( )
28	Password manager provides at least two ways of identifying yourself.	( )
29	Phishing is one of the ways that hackers use to get your password.	( )
30	Phishing is a text message that looks real, but it isn't.	( )
31	Multi-factor authentication requests one way of identifying yourself.	( )
32	Password manager can't tell you if you have reused the password.	( )

تم بحمد الله ،

بسم الله الرحمن الرحيم " إِنَّ الَّذِينَ آمَنُوا وَعَمِلُوا الصَّالِحَاتِ إِنَّا لَا نُضِيعُ أَجْرَ مَنْ أَحْسَنَ عَمَلًا " صدق الله العظيم

Answers

November Questions Bank

Question 01 — **Read and Choose the Correct answer**

1. Network used to share information and less secure is ....
   - (a) Ethernet (b) <u>internet</u> (c) intranet
2. To create a simple formula in a cell, first type the ...., this tells Excel you are creating a formula.
   - (a) <u>Sign "="</u> (b) sign "x" (c) sign "+"
3. .... is used to perform simple formulas.
   - (a) <u>Excel</u> (b) Word (c) PowerPoint
4. .... in Excel are labeled with letters
   - (a) Toolbars (b) <u>Columns</u> (c) Rows
5. The left side of the rows in Excel are ....
   - (a) <u>numbers</u> (b) letters (c) symbols
6. .... is used to share in a closed network and is more secure
   - (a) Internet (b) <u>Intranet</u> (c) Open network
7. To arrange information alphabetically in Excel, go to the toolbar, and click on Data, then click on ....
   - (a) Layout (b) Format (c) <u>Sort</u>
8. When arranging information alphabetically in Excel, go to the ....
   - (a) cells (b) <u>toolbar</u> (c) slides
9. If you want to calculate the sum of values in cells A1, A2 and A3, we write the formula ....
   - (a) =A1+2A+3A (b) A1*A2*A3 (c) <u>= A1+A2+A3</u>
10. To perform division in Excel, use the .... Sign
    - (a) + (b) = (c) /
11. To keep your data safe, use .... software.
    - (a) MS Excel (b) browser (c) <u>anti-virus</u>

(12) You can keep your files from viruses or loss by making ....

ⓐ turn off device ⓑ backup ⓒ personal information

(13) .... include(s) your name, address date of birth, and passwords.

ⓐ Personal information ⓑ Public information ⓒ Personal computer

(14) Passwords must be .... for each website you register on .

ⓐ same ⓑ different ⓒ weak

(15) .... use the internet to break into a computer system

ⓐ Teachers ⓑ Students ⓒ Hackers

(16) Backup copies of files are created on ....

ⓐ a flash memory ⓑ an external hard disk ⓒ both of them

(17) Hackers can send .... to your computer

ⓐ virus ⓑ antivirus ⓒ backup

(18) .... is consider a strong password

ⓐ 112024 ⓑ ss37@6%m25 ⓒ motamyez

(19) Hybrid is a safer way to ....

ⓐ backup files ⓑ delete files ⓒ lock files

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(23) When you open a phishing file, data-stealing software is .... on your PC.

ⓐ updated ⓑ deleted ⓒ installed

(24) .... means you provide at least two ways of identifying yourself.

ⓐ MFA ⓑ Password manager ⓒ PIN

(25) .... is sending a fake message via email or social media that looks real

ⓐ Smishing ⓑ Phishing ⓒ Virus

26. .... tells you if one of your passwords has been stolen online
   (a) Multi-factor authentication (b) Password manager (c) Antivirus

27. Phishing messages can be identified by containing ....
   (a) trusted information (b) spelling errors (c) . both a and b

28. You will receive a code for .... when you log into a game website from a different PC.
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30. MFA provides at least .... ways of identifying yourself .
   (a) two (b) three (c) four

31. Phishing message includes ....
   (a) correct grammar (b) right spelling (c) grammar errors

32. Hackers can get your password by ....
   (a) phishing (b) smishing (c) both a and b

33. Data-stealing software is installed on your computer, when you .... an attachment of phishing.
   (a) delete (b) open (c) block

Question 02 put " true " or " false "

1. You can add or subtract any data using Microsoft Excel. ✓
2. The internet is used to share over the web and is more secure. ✗
3. You can share information using an intranet or the Internet. ✓
4. The intranet is used to share the information in an open network. ✗
5. To create a simple formula, we select the cell and then type a "÷" sign. ✗
6. You can add or subtract any numeric data using Microsoft Excel. ✓
7. The data in cells cannot be arranged alphabetically. ✗
8. To create a formula in Excel, we use a "=" sign. ✓
9. Rows in Excel are labeled with letters. ✗
10. The cell B5 is located in column (5) and row (B). ✗

11	Antivirus software shouldn't be installed on your computer.	✗
12	Hybrid backup is a safer way to back up and store files.	✓
13	You shouldn't sign up to a website that asks for a lot of personal data.	✓
14	Websites that ask for too much personal information are safe.	✗
15	Hackers can steal your personal information without using the internet.	✗
16	Hard disks always have less space than flash memories.	✗
17	An anti-virus helps you keep your personal data safe.	✓
18	Hackers can send a virus to all the email addresses in your email account.	✓
19	When you log into a website from a different device, you receive a text message with a code that valid for one time only.	✓
20	All software programs back up data automatically.	✗
21	One way to back up the data is using a data storage device.	✓
22	Back up the data by some software programs and by using data-storage device is called hybrid backup.	✓
23	Smishing is sending a scam message via text messages instead of an email.	✓
24	One type of phishing is receiving a message telling you that you won an award.	✓
25	Phishing messages are free from grammar errors.	✗
26	A password manager software is used to create strong passwords.	✓
27	PIN is an abbreviation for Personally Identifiable Information.	✗
28	Password manager provides at least two ways of identifying yourself.	✗
29	Phishing is one of the ways that hackers use to get your password.	✓
30	Phishing is a text message that looks real, but it isn't.	✗
31	Multi-factor authentication requests one way of identifying yourself.	✗
32	Password manager can't tell you if you have reused the password.	✗

تم بحمد الله ،

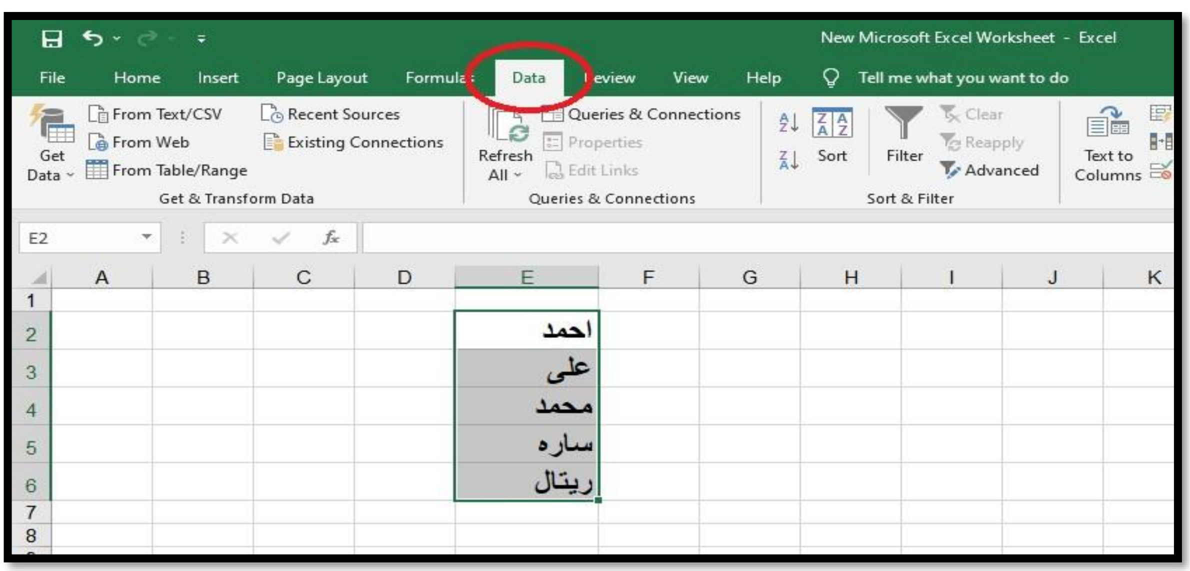
بسم الله الرحمن الرحيم " إِنَّ الَّذِينَ آمَنُوا وَعَمِلُوا الصَّالِحَاتِ إِنَّا لَا نُضِيعُ أَجْرَ مَنْ أَحْسَنَ عَمَلًا " صدق الله العظيم

Lesson 8: Sharing information

the Internet	intranet
It is the sharing of information through open network for everyone	It is the sharing of information through closed network
But this information is at risk, so it is less secure	It more secure
Like advertisements - news - government decisions	Such as: personal data, your personal life, your ideas, your research, and your files

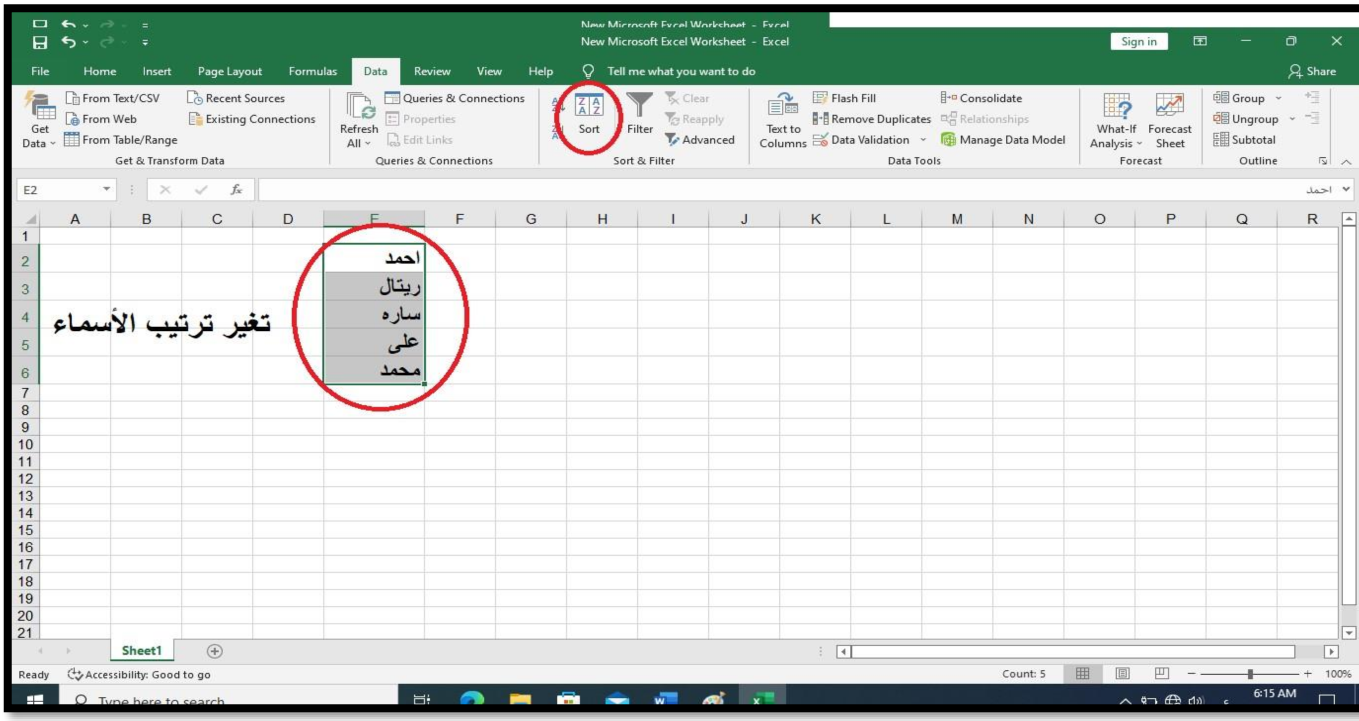
How to share information using Microsoft Excel :
Sorting information alphabetically:

Go to Tool bar and press Tab Data



1

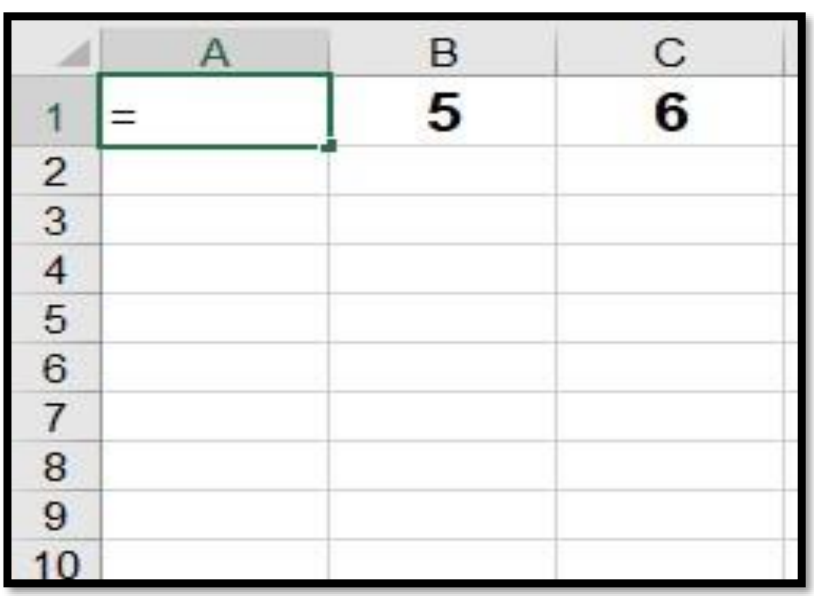
Then press Sort (to arrange the items alphabetically)



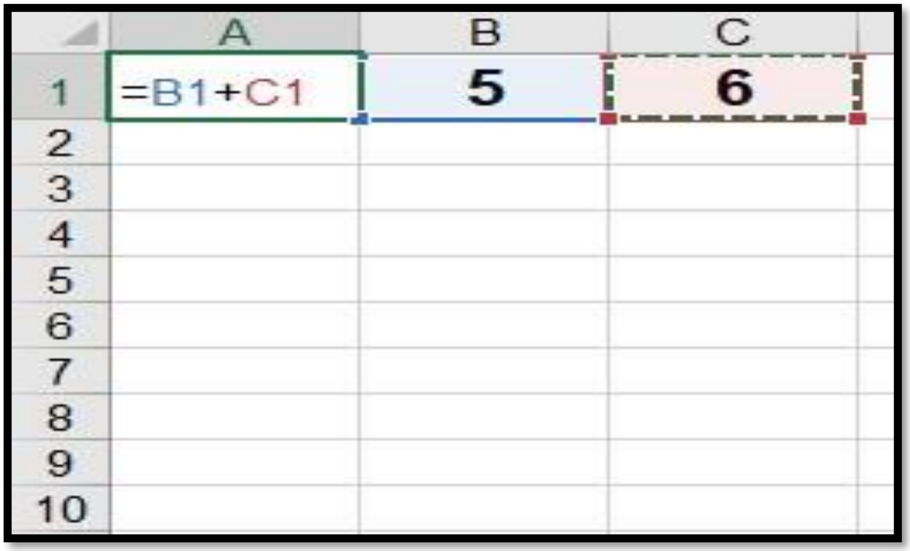
2

How to create simple formulas :

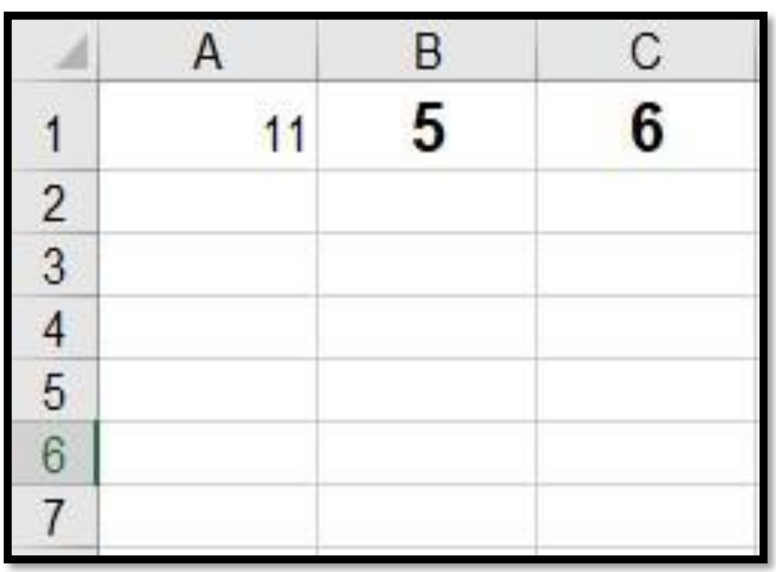
Click on the cell you want to create a simple formula in Then type the = sign



Then select the cells to be added in the simple formula And write between each cell (+, - , / , *) sign as you wish



press Enter From the keyboard to show the result of the formula



Exercises

Choose the correct answer:

1- The ………. is used to share the information in a closed and private network.

a) Letters

b) Internet

c) Intranet



2- The internet is ………… secure than the intranet.

a) Less

b) More

c) No correct answer

3- Typing ………. In cell, tell excel you are creating a formula.

a) +

b) –

c) =

4- We creating a formula, use the ………… sign for subtraction.

a) +

b) –

c) =

5- When creating a formula for division, use the ……………. Sign.

a) +

b) –

c) ÷

Put a (true) or(false):

1- You must decide to share information using an intranet or the internet. (   )

2- The internet is more secure and private than the intranet. (   )

3- The intranet is used to share information in an open network. (   )

4- The data in cells can’t be arranged alphabetically. (   )

5- You can add or subtract any data using MS. Excel. (   )



Lesson 2 : Protecting Ourselves and Our Information

Personal information:

Which is your data or personally identifiable information **(PII)** Such as :
(Name - Address - Passwords - Date of Birth)

What are the risks that we may be exposed to from computer hackers?

Stealing your personal information

Stealing your bank account number to steal your money

Steal your email and password to send a virus to all your friends

How we keep your personal information:

1- Do not share personal information on the Internet

2- Use strong passwords that contain different numbers, letters, and special signs for each site

3- Do not sign for a website or application asks you for your personal

4- data Use antivirus software to protect your device

5- Update your devices regularly .



Files may be exposed to problems that cause them to be lost, such as:

1- Virus infection

2- Computer fall or crash

3- Software related problems

To protect files stored on your computer from loss:

Creating a backup copy of the files
by: An application that creates backup copies of files or the safest way is to transfer files to another device .
(External hard disk drive - flash memory - network)

Exercises



Choose the correct answer :

1- ……… use the internet to break into your computer to steal your information.

a) Programmers

b) Hackers

c) Thieves

2- ………… information includes your name, address, and passwords.

a) Internet

b) Public

c) Personal

3- Password must be ………… for each website you register on.

a) Different

b) Weak

c) Similar

4- ……………… is considered a strong password.

a) Ahmed123

b) abcd895

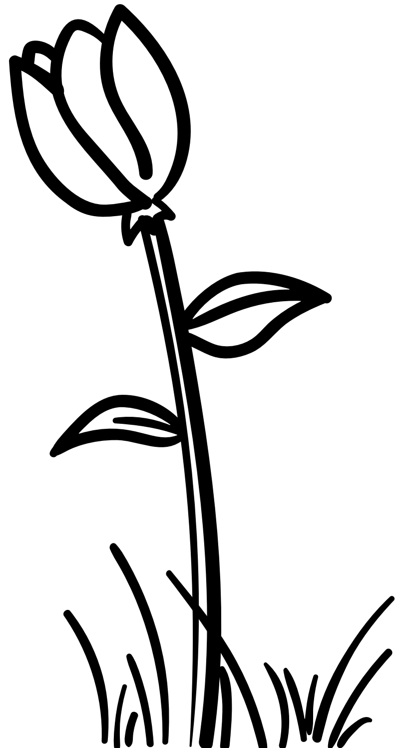
c) Ac#258#h

5- ………… your device regularly your data safe.

a) Uploading

b) Updating

c) Restarting



Put a (true) or(false):

1- Anti-virus helps you to keep your data safe. (   )

2- Some software programs backup data automatically. (   )

3- Hackers can steal your personal data without using the internet. (   )

4- Websites that ask for too much personal information are safe. (   )

5- Hybrid backup is a safer way to backup and store files. (   )



Lesson 3 : password security

Phishing

- Is sending a message via e-mail or social media applications That look a real but isn't . To steal your data and personal information.

Ex :

- A message asking you for your data, personal information, or bank account details
- A message says that you have won a prize and asking you for your bank account details to be sent to you.

How can we identify phishing?

It contains spelling and grammar errors Request for too many personal date .

Smishing:

is the same thing but is a text message instead of an e-mail.

Password management software:

- A program for managing passwords that helps us in Create strong, different passwords for each of your accounts.
- Tell you if the passwords you already have are too weak, used before, or stolen through the Internet

Multi-factor authentication(MFA) :

It is used to strengthen your passwords.
To prevent hackers from accessing your account and data in two ways:

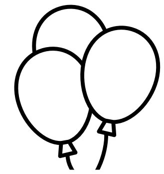
- Your password or (personal identification number) PIN
- Email or code of numbers

Example:

If you enter your account through a device other than your main device, you will receive a message on your mobile phone to make sure that you are the owner of the account and you are trying to enter your account through a code for several numbers.



Exercises



Choose the correct answer :

1- Phishing message can be identified by containing ………….

a) Trusted information

b) Spelling errors

c) Accurate information

2- Smishing is the same thing as phishing, but it is sent by …………

a) E-mail

b) Text message

c) Social media sites

3- Password can be strengthened by ………………

a) Multi-factor authentication

b) Anti-virus software

c) Web browser

4- ………….. is sending a fake message via e-mail.

a) Smishing

b) Fishing

c) Virus

5- …………. Helps you to create strong passwords for your accounts.

a) Password managers

b) Phishing

c) smishing

Put a (true) or(false):

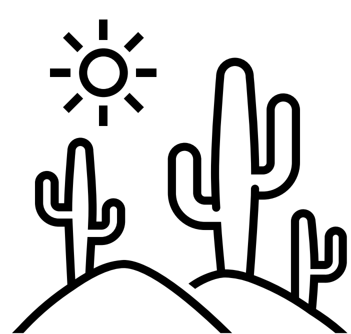
1- Phishing is a way that hackers use to get your password. (   )

2- Phishing is a text message that look real put isn’t. (   )

3- Passwords can be strengthened by Web browser. (   )

4- Virus provides at least two ways of identifying yourself. (   )

5- Password managers Helps you to create strong passwords for your account. (   )



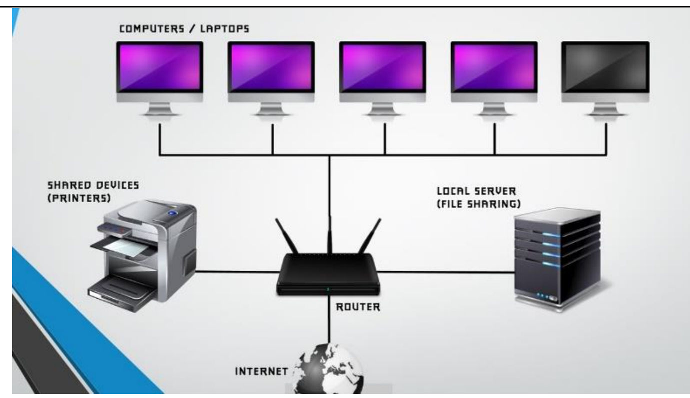
Theme 1

Lesson 8: Sharing information

When sharing information online, you must decide which information should be shared using an intranet network or the internet.

The internet	An intranet network
1- It is the sharing of information through open network For everyone	1- it is the sharing of information through closed network
2- this information is at risk, so it is less secure	2-It more secure
Such as: advertisements - news - government decisions	such as: personal data, your personal life, your ideas, your research, and your files

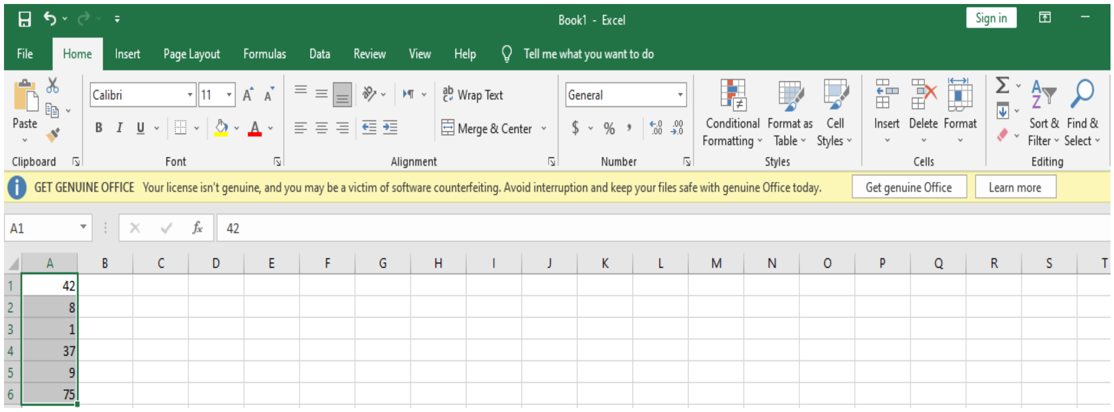


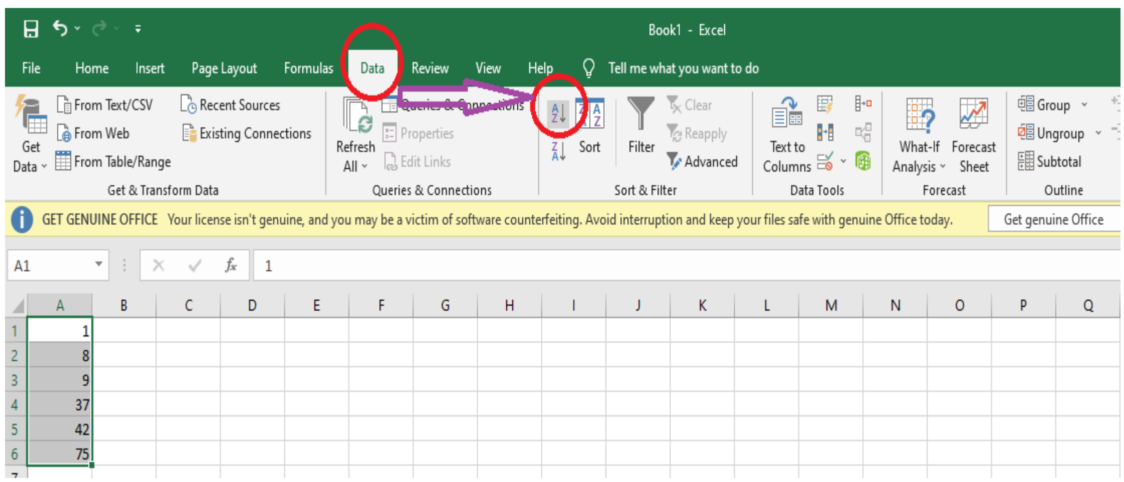


The Intranet is more secure than interne network

How to share information using Microsoft Excel :

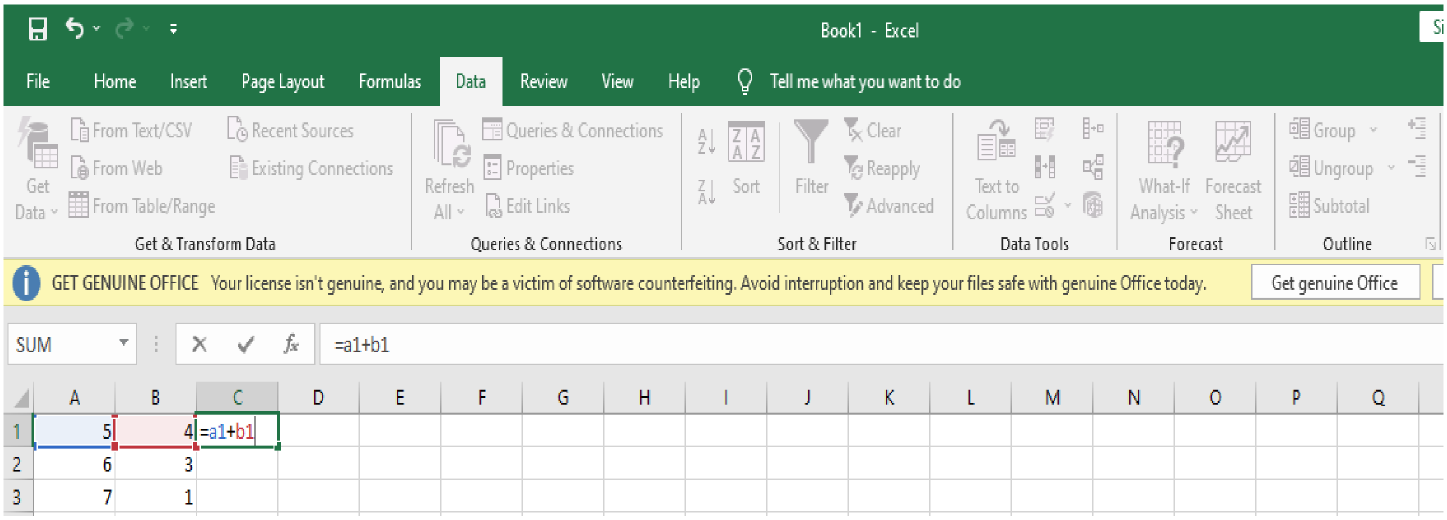
- Sorting information:
  1- Go to Tool bar and press Tab Data
  2- Then press Sort



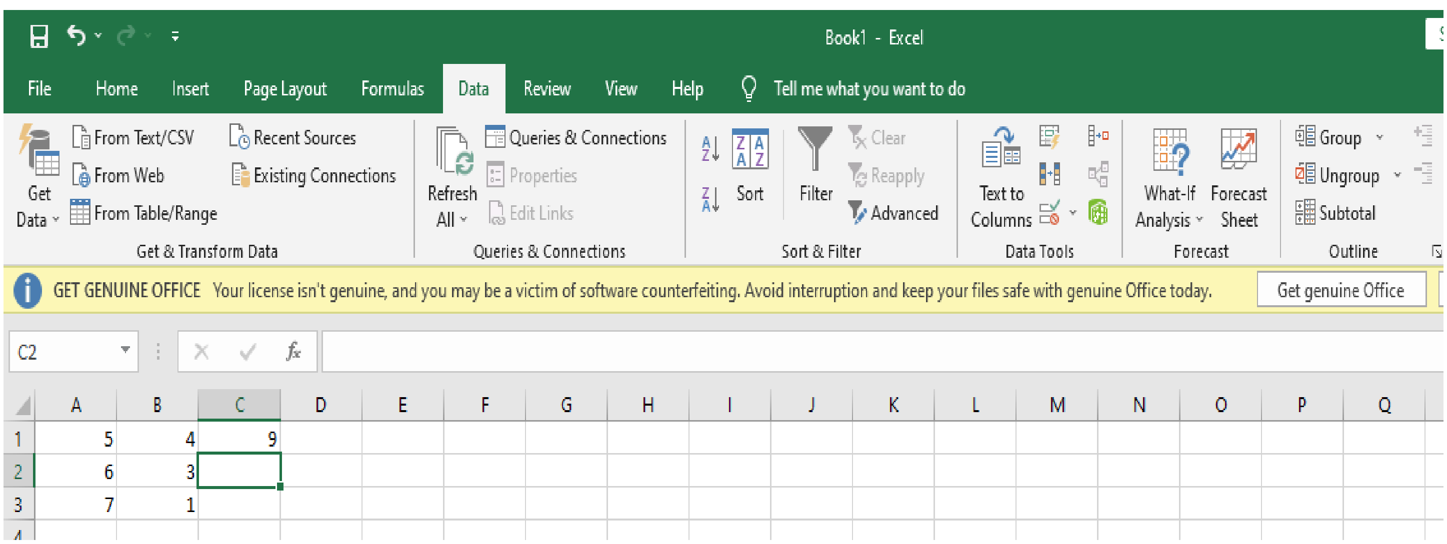


How to create simple formulas:

1- Click on the cell you want to create a simple formula in Then type the (=) sign
2- Then select the cells to be added in the simple formula and write between each cell (+, -, /, *) sign as you wish



3- press Enter From the keyboard to show the result of the formula



work sheet

A)**Put (√) or (☓):**

1- Row title is number appears at the left of the row ( )
2- Sorting information in alphabetical order click on copy ( )
3- The Excel program includes many formulas and functions that help in performing math calculation ( )
4- Column title is letters appears at the bottom of the column ( )
5- The Intranet is more secure than interne network ( )

B)**Choose the correct answer:**

1- In Excel program for sorting in information in alphabetical order go to the …………….
a) File b) open c) toolbar

2- You can set formulas in cells to ………. Subtract (-) , multiply (☓) or divide (/).
a) Add (+) b) Subtract (-) c) a,b

3- ……………………. That represents data in the form of a graph in different formats.
a) Word program b) paint c) Excel program

4- An intranet is used to share in a ……………. And is more secure.
a) Open network b) close network c) online

5- To create a simple formula in a cell first type the……. this tells Excel you are creating a formula.
a) Sign = b) sign ☓ c) sign /

Theme 2

Lesson 2: Protecting ourselves and our information

Protecting your personal data

- personal information: such as your name, address, date of birth, and your passwords.
- This personal information is called Personally Identifiable Information (PII).

hackers can use:

1- the internet to break into a computer system and steal personal information.
2- someone's email address and password to send a virus to all the email addresses in your email account.
3- use an adult's bank account number to take money from that account.

How keep your personal information pll :

1- Limit the personal information you share online.
2- Don't sign up for a website if it asks for too much personal information.
3- Use different strong passwords that:
   a- contain letters, numbers, and special signs.
   b- and are different for each website you sign up for, because if your password is discovered, a hacker will then have access to everything.
4- Use antivirus software on all of your devices.
5- update your devices regularly, the updates include changes that keep your data safe.

To protect files stored on your computer from loss:

1- You should also know how to protect the files that you create or store on a device.
2- You need to protect these files from viruses, software problems, or human errors, such as dropping and breaking your laptop.

There are several ways to back up your data:

1-Some apps and software programs back up data automatically.

2- You can use a data-storage device that you attach to your computer,

a. a flash drive b. an external hard drive.

- This is called a hybrid backup. It is a safer way to back up and store files.
- The hard disk has more space than the Flash Memory, but it may also be used for the same purpose.
- An external hard disk drive is one of the accessories that you can use to save your files securely, and backup copies of your files that are important and private to you to prevent the possibility of losing them on your device.

work sheet

A) Put (✓) or (✗)

1- Hacker can steal your personal information without using the internet(   )
2- Hacker can use the bank account number of an adult to take money from that account (   )
3- We must try to limit the personal information we share online (   )
4- Hacker can send a virus to all the email addresses in your email account (   )
5- Websites that ask for too much personal information are save (   )

B) Choose the correct answer:-

1- ………….. information includes your name ,address and password.
a. public b. internet c. personal

2- To keep your data safe use ……………programs on all your devices.
a. social media b. anti-virus c. browser

3- Password must be ………….for each website you register on.
a. different b. weak c. similar

4- ……………your devices regularly keeps your data safe.
a. uploading b. updating c. restarting

5- …………….is used to save your important files securely.
a. a Flash memory b. a CD drive c. an external hard disc

6- ……………is considered a strong password.
a. Ahmed123 b. Ac#236@r c. abcd1234

Theme 2

Lesson 3: Password security

There are many ways hackers can get your password. One way is called Phishing and Smishing.

Phishing: is sending a message via e-mail or social media applications that looks real, but isn't.

Smishing: is sending a message via text message instead of an email

- type of phishing scam: -
  1- is a message which says that you have won a prize, but you have to give your bank account details to get the prize.
  2- Another encourages you to act quickly.

- When an attachment, or file, is opened,
  1- data-stealing software is installed on the person's computer,
  2- the user is asked to enter sensitive information such as bank account details.

- Ways of identifying phishing messages: -
  1- messages, include misspelled words, grammar errors.
  2- requests for too much personal data.

To protect your personal data from hackers:

A) You need a strong password through a password manager

❖ A password manager

1- creates a strong, unique password for each of your accounts.
2- It also tells you if the passwords you already have are too weak or if you’ve reused them.
3- It can even tell you if one of your passwords has been stolen online.

Multi-factor authentication (MFA):

This means you provide at least two ways of identifying yourself.

Such as: 1- a password or PIN (personal identification number).

2-a factor you have, such as an email or a one-time code.

work sheet

A) <u>Choose the correct answer:-</u>

1- ………..is sending a fake message via email or social media applications that looks real.

a- Smishing   b- phishing   c- virus

2- When you open scam message attachments data stealing software is …………on your PC.

a- Updated   b- deleted   c- installed

3- Phishing messages can be identified by containing…………….

a- Trusted information.   c- spelling errors.

b- accurate information.

4- Smishing is the same thing as phishing but it is sent by…………

a- E- mails   b- text message   c- social media sites

5- Passwords can be strengthened by………..

a- Multi factor authentication   c- web browsers

b- Anti-virus software

B) <u>Complete the missing parts using the words between the brackets: (phishing – smishing – multi factor authentication – password manager)</u>

1- …………….. helps you to create strong passwords for your account.

2- ……………. provides at least two ways of identifying yourself.

3- …………….is sending a message via email to steal your data.

4- …………….is sending a message via text message to steal your data.



November Revision

Mr. Ahmed Elbasha

(1) Choose the right answer :

1. To change the title of a folder, choose the .... command.

a. Rename b. New c. Save

2. Select .... command from main menu, to create a folder.

a. New b. Rename c. Save

3. Store and share information with ....

a. New b. folder c. Flash Memory

4. You should .... the research topic into smaller subtopics.

a. critically b. divide c. information

5. The .... is very big and you must decide exactly what information you want.

a. divide b. information c. internet

6. An intranet is used to share in a .... and is more secure.

a. Open network b. Closed network c. Online

7. To create a simple formula in a cell, first type the .... this tells Excel you are creating a formula.

a. sign " = " b. sign " x " c. sign " / "

8. The first stage of problem solving is .... what's the issue? Is it a hardware or software problems?

a. Defining the problem b. Internet c. Router

9. The .... contains a huge amount of information.

a. data b. Internet c. School

10. .... is used to store files

a. Flash memory b. Router c. Scanner

11. To store and data we use ....

a. HDMI b. hard disk c. Router

12. We can use .... to learn about a lesson

a. Braille b. E-commerce c. YouTube

13. If the browser running slow, the solution is ....

a. Remove apps

b. Check internet connection

c. Buy another computer

14. .... is a program used for writing reports

a. PowerPoint b. Excel c. Word

15. .... connect computers with each other, to share important information and data.

a. Computer networks b. Ethernet port c. Bluetooth

16. WWW is short for ....

a. World Wide Web b. Work With World c. Way We Walk

17. .... is available for free to all Egyptians who register on the site.

a. Egyptian Knowledge Bank

b. Intranet

c. Bluetooth

18. The .... is a limited network.

a. Internet b. Intranet c. World Wide Web

19. To change the title of a folder, choose the .... command

a. Delete b. Rename c. Close

20. We can give a folder a name by ....

a. right clicking + New

b. right clicking + Rename

c. right clicking + Delete

21. Mr. Jeff Kerby travels with his camera and ....

a. Several camera lenses and hard drives.

b. Batteries for the camera and a laptop.

c. All of the above.

22. Mr. Jeff Kerby use his phone to take quick photos and to navigate With ....

a. The GPS mapping tool.

b. Camera and a laptop.

c. Photos.

23. Mr. Kerby backs up all of the images he has taken with his camera or drone onto two ....

a. Flash Memory.

b. External hard drives.

c. DVD drives.

24. .... **means having the legal right, or copyright, to publish or sell the photos.**

a. Owning a phone.

b. Owning photos.

c. Owning a Laptop.

✸(2) Put (√) or (X)

1. Virtual meetings or video calls , provide effective method to mentor others. ( )
2. Sharing information has never become vital in our day-to-day lives. ( )
3. Computer networks connect computers with each other, to share important information and data. ( )
4. There are no solutions for computer issues ( )
5. Computer networks give people of determined more independence at home . ( )
6. WWW is short for World Wide Web. ( )
7. A School's computer lab could have its own closed computer network. ( )
8. Egyptian Knowledge Bank is available free to all Egyptians who register on site. ( )
9. The internet is a limited network. ( )
10. Braille makes it more difficult to read for people of determination. ( )
11. ICT tools help people of determination do their daily tasks easily. ( )
12. You can reach a lot of people using the internet ( )
13. The Egyptian Knowledge Bank has a lot of interesting information. ( )
14. Each file must be given a unique title. ( )
15. To change the title of a folder, choose the delete command. ( )
16. We cannot add sub-folder to the main folder. ( )
17. To create a new folder, right click on the place where you want and select new, then select Folder. ( )
18. The Internet contains a huge amount of information. ( )
19. To change the title of a file/folder, choose the copy command. ( )
20. All problems have solutions if we followed the right process ( )
21. We should regularly check for software updates ( )
22. We can give a folder a name by right clicking + Rename ( )
23. We can't search for any needed information ( )
24. The internet contains a very small amount of information ( )
25. A closed network can be used in a school computer laboratory ( )

26. There is no way to keep your Personally Identifiable Information (PII) secure.	( )
27. There is no way to create a backup of your files.	( )
28. Some apps and software programs back up data automatically.	( )
29. Limit personal information you share online, one of ways to protect your files.	( )
30. You need to protect these files from viruses, software problems, or human errors, such as dropping and breaking your laptop.	( )
31. Jeff Kerby is an archaeologist and an explorer.	( )
32. Jeff Kerby took only his phone on his trips.	( )
33. Photographers can protect their work from copyright by placing a watermark on their photos.	( )
34. Jeff Kerby ensures that his work is protected.	( )
35. Copyright is not against Egyptian law.	( )
36. Jeff Kerby worked on exciting photography expeditions in Africa, North America, and the Arctic.	( )
37. Anyone can use photographs taken by others without asking permission or without purchasing the right to use the image .	( )
38. Mr. Kerby backs up all the images he has taken.	( )
39. Your password should be strong	( )
40. You should back up your data	( )
41. Your data can be stolen if you have a weak password	( )
42. An external hard drive can be used to save your files securely	( )

✹(3) TRY TO ANSWER:

1

Complete from words between brackets:

(Antivirus software - hacker - personal identifiable information - your passwords - protect)

1. Personal information (PII) means ....
2. You should know how to .... the files that you create or store on a device.
3. Hackers use the Internet to break into computer systems and steal ....
4. Using .... on all your devices, one of the ways to keep your Personal information (PII) safe.
5. A .... can use an adult's bank account number to steal his money.

2

Match from (A) to the suitable answer from (B):

A	B
1. Problem: Slow to download.	**a.** Possible solutions: Shut down and restart; check for software updates; delete unwanted apps.
2. Problem: Browser running slow.	**b.** Possible solutions: Use the software to troubleshoot your Wi-Fi connection; check that the router is connected and restart it.
3. Problem: Computer slows down when opening an app.	**c.** Possible solutions: Restart computer and router; check internet speed.
4. Problem: No internet connection.	**d.** Possible solutions: Check Wi-Fi signal; make sure to update the apps on your device.

1- **2-** **3-** **4-**

3

Match from (A) to the suitable answer from (B):

A	B
1. Kilobytes (KB)	**a.** Possible solutions, restart computer and router; check internet speed.
2. A way to access something	**b.** 1024 byte
3. Consists of device 1 linked to the internet via Wi-Fi .	**c.** Gateway
4. Byte	**d.** Internet of Things
5. Problem, slow to download	**e.** 8 bits

1- **2-** **3-** **4-** **5-**

4

Match from (A) to the suitable answer from (B):

A	B
1. Bit	**a.** The largest unit of data
2. Problem: Not able to store files.	**b.** We communicate using them every day
3. consists of devices linked to the internet via Wi-Fi.	**c.** Not enough space - move old files to an external drive.
4. Terabyte (TB)	**d.** Internet of Things
5. computer networks	**e.** The smallest unit of data.

1- **2-** **3-** **4-** **5-**

Model Answer

✹(1) Choose the right answer :

1. A	**5.** C	**9.** B	**13.** B	**17.** A	**21.** C
2. A	**6.** B	**10.** A	**14.** C	**18.** B	**22.** A
3. C	**7.** A	**11.** B	**15.** A	**19.** B	**23.** B
4. B	**8.** A	**12.** C	**16.** A	**20.** B	**24.** B

✹(2) Put (√) or (X)

1. (√)	**8.** (√)	**15.** (X)	**22.** (√)	**29.** (√)	**36.** (√)
2. (X)	**9.** (X)	**16.** (X)	**23.** (X)	**30.** (X)	**37.** (X)
3. (√)	**10.** (X)	**17.** (√)	**24.** (X)	**31.** (X)	**38.** (√)
4. (X)	**11.** (√)	**18.** (√)	**25.** (√)	**32.** (X)	**39.** (√)
5. (√)	**12.** (√)	**19.** (X)	**26.** (X)	**33.** (√)	**40.** (√)
6. (√)	**13.** (√)	**20.** (√)	**27.** (X)	**34.** (√)	**41.** (√)
7. (√)	**14.** (√)	**21.** (√)	**28.** (√)	**35.** (√)	**42.** (√)

✹(3) TRY TO ANSWER:

1

1. personal identifiable information
2. protect
3. password
4. antivirus software
5. hacker

2

1- c **2-b** **3-a** **4-d**

3

1-b **2-c** **3-d** **4-e** **5-a**

4

1- e **2-c** **3-d** **4-a** **5-b**

"November"

Put (√) or (×):-

1. When sharing information electronically, you do not have to decide what to share. ( )
2. The Internet is used to share information over a closed network, It is more secure .. ( )
3. Intranet is used for sharing Information over the network global, which is less secure. ( )
4. Excel is used to prepare graphs and mathematical formulas. ( )
5. When creating a mathematical formula, the + sign is used for multiplication. ( )
6. To arrange information alphabetically in Excel, Go to the Format bar and choose the command Sort. ( )
7. When creating a mathematical formula, the sign – is used To subtract. ( )
8. Your personal information and data may be shared over the Internet. ( )
9. To add the values in columns A ،B and ،C of row 16 the formula is written as ، follows: = A8 + B8 + C8 ( )
10. Column titles in Excel begin with letters. ( )
11. Information within Excel can be arranged alphabetically. ( )
12. It is not necessary to write the = sign at the beginning of creating the formula in Excel. ( )
13. Row titles in Excel begin with numbers. ( )
14. When creating a mathematical formula, the sign X is used for addition. ( )
15. The information you share over the Internet may be at risk. ( )
16. It is preferable to share government decisions, advertisements and general news through the intranet. ( )
17. The cell name in Excel begins with the column "letter" and then the row number. ( )
18. A cell is the intersection of each row and column. ( )

19. Information cannot be shared electronically. ( )

20. Excel includes many mathematical formulas that help you perform mathematical calculations. ( )

21. The / symbol is used to perform division inEXCEL ( )

22. Strong passwords must contain letters and numbers only ( )

23. Protecting files and storing them on devices is not necessary ( )

24. It is necessary to subscribe to websites that ask for a lot of personal information. ( )

25. To maintain the security of your information, you must limit your personal information online ( )

26. To keep your personally identifiable information safe, update your devices regularly. ( )

27. You should not subscribe to a website that requests a lot of personal information. ( )

28. It is difficult to back up your data through an external hard drive . ( )

29. It is not recommended to use antivirus software on your devices. ( )

30. The password must be strong. ( )

31. The password must not exceed ٤ numbers. ( )

32. Antivirus software must be installed on your devices. ( )

33. There are many ways to protect files you create or store on devices. ( )

34. Hacker cannot use an adult's bank account number to steal their money. ( )

35. (PII) Means personally identifiable information . ( )

36. One way to protect your personal information is to stop sharing it online. ( )

37. Scam sites can hack my device . ( )

38. Password management software allows users to provide passwords. ( )

39. Password management software is used to create strong passwords. ( )

40. All phishing sites have the same method and principle. ( )

41. All websites are fake and fraudulent. ( )

42. If you are a victim of a site, you should not report it to anyone responsible. ( )

43. There are multiple ways through which computer hackers can obtain your password. ( )

44. A type of phishing is a message telling you that you have won With a prize, you must send your bank account number details to receive it on her. ( )

45. Phishing send messages which completely free of grammatical and spelling errors. ( )

46. The terms Phishing – Smishing both mean phishing. ( )

47. Only multi-factor authentication is used I Strengthen passwords And strengthen it. ( )

48. Password management software means providing Two ways at the least to define _on Yourself. ( )

49. often multi-factor collect between Known worker And a worker Another one you own. ( )

50. Password management software It tells you whether your password Traffic that You have very weak, or If you have used it previously. ( )

51. There is no way to protect your personal data from hackers. ( )

52. Password management software cannot It tells you if one of your passwords has been stolen online. ( )

53. Management software Passwords only Create a strong, unique passwords ( )

54. There is no way to back up your files. ( )

55. One of the factors of multi-factor authentication is the presence of a factor Another that only you own. ( )

56. (PIN) is from one of the factors of multi-factor authentication ( )

Choose the correct answer from the following:-

1. To create a formula in Excel, click on the cell and type............

= equals	" " Quoting	( ) Parentheses

2. When arranging information alphabetically in Excel,go to the .... bar.

Toolbar	Copying	cells

3. The .... program is used to perform simple formulas

Word	Zoom	Excel

4. ....program is used to create mathematical tables and graphs

Word	Excel	PowerPoint

5. ،It is preferable to share government decisionsadvertisements and general news through.........................

The Internet	Excel	Toolbar

6. ....is used to share ،information over a closed network ,and it's safer.

Intranet	The Internet	Excel

7. When creating a mathematical formula, the sign .... is used for multiplication.

=	+	*

8. When creating a mathematical formula, the sign.................. is usedTo collect.

=	+	*

9. To arrange the information alphabetically, from the Toolbar, click on the .... tab, then on Sort

Data	Format	File

10. In excel the letters .... of columns.

Top	down	left

11. Excel is used to create..................

Presentations	Arithmetic formulas	Reports

12. Scam websites work to obtain...........................

Your computer	URL	Your personal information

13. An example of phishing is access to..............................from an unknown person

a) A letter from your father	b) A message telling you that you have won	c) A message from one of your friends

14. One of the forms of .... is the receipt of a message from an unknown person asking you for your information in order to obtain a prize

The Internet | Phishing | Password management

15..It is sending a text message that appears real, but is not.................

Smishing | Phishing | Hacking

16.To protect your personal data from hackers, you can use...................

Password management software | Multi-factor authentication | Both

17..Used to reinforce and strengthen passwords................................

Multi-factor authentication | Data breach | Email

18.management software Passwords Creates .... password for each of your accounts

Fake | Strong and unique | short and weak

19.Phishing messages can be identified by containing................

Strong passwords | Symbols and signs | errors Spelling and grammar

20. There are multiple ways through which a computer's ....can obtain your password

Hackers | Designers | programmers

21. Fake messages can be identified because they contain many.......................errors

Grammatical | Sports | physical

22. Using...................passwords for different sites keeps your information secure

Similar | Weak | different

23. You can protect your files from viruses or loss by doing.................

Shut down the device | A backup | Personal data

24. ....is trying to obtain the bank account number of an adult in order to steal his money

Your teacher | Hacker | family member

25. Hackers can send.....................

gift | Malware | Prize

26. You can create a backup copy of your files by.........................

Applications and programs | External hard drive | All of the above

27. personally identifiable information means ....

HDMI | PII | CD

28. ....is a safer way to copy files And save as much space as flash disks

External hard drive | Scanner | The virus

29. It is preferable not to subscribe to a website It requires a lot of.................

Programs | Applications | Personal information

30. It is recommended to use .... programs on your devices to protect your files and data.

Harmful | Antivirus | espionage

31. It is preferable to .... your files on an external hard drive to protect them from hacking.

A backup | Hacking programs | Shut down the device

32. It is preferable to use....................passwords that contain letters and numbers And special signs

short | Weak | strong

Put (√) or (×):-

1. When sharing information electronically, you do not have to decide what to share. (×)
2. The Internet is used to share information over a closed network, It is more secure . (×)
3. Intranet is used for sharing Information over the network global, which is less secure. (×)
4. Excel is used to prepare graphs and mathematical formulas. (√)
5. When creating a mathematical formula, the + sign is used for multiplication. (×)
6. To arrange information alphabetically in Excel, Go to the Format bar and choose the command Sort. (×)
7. When creating a mathematical formula, the sign – is used To subtract. (√)
8. Your personal information and data may be shared over the Internet. (×)
9. To add the values in columns A ،B and ،C of row 16 the formula is written ، as follows: = A8 + B8 + C8 (×)
10. Column titles in Excel begin with letters. (√)
11. Information within Excel can be arranged alphabetically. (√)
12. It is not necessary to write the = sign at the beginning of creating the formula in Excel. (×)
13. Row titles in Excel begin with numbers. (√)
14. When creating a mathematical formula, the sign X is used for addition. (×)
15. The information you share over the Internet may be at risk. (√)
16. It is preferable to share government decisions, advertisements and general news through the intranet. (×)
17. The cell name in Excel begins with the column "letter" and then the row number. (√)
18. A cell is the intersection of each row and column. (√)
19. Information cannot be shared electronically. (×)

20. Excel includes many mathematical formulas that help you perform mathematical calculations. (√)

21. The / symbol is used to perform division inEXCEL (√)

22. Strong passwords must contain letters and numbers only (×)

23. Protecting files and storing them on devices is not necessary (×)

24. It is necessary to subscribe to websites that ask for a lot of personal information. (×)

25. To maintain the security of your information, you must limit your personal information online (√)

26. To keep your personally identifiable information safe, update your devices regularly. (√)

27. You should not subscribe to a website that requests a lot of personal information. (√)

28. It is difficult to back up your data through an external hard drive . (×)

29. It is not recommended to use antivirus software on your devices. (×)

30. The password must be strong. (√)

31. The password must not exceed ٤ numbers. (×)

32. Antivirus software must be installed on your devices. (√)

33. There are many ways to protect files you create or store on devices. (√)

34. Hacker cannot use an adult's bank account number to steal their money. (×)

35. (PII) Means personally identifiable information . (√)

36. One way to protect your personal information is to stop sharing it online. (√)

37. Scam sites can hack my device . (√)

38. Password management software allows users to provide passwords. (√)

39. Password management software is used to create strong passwords. (√)

40. All phishing sites have the same method and principle. (√)

41. All websites are fake and fraudulent. (×)

42. If you are a victim of a site, you should not report it to anyone responsible. (×)

43. There are multiple ways through which computer hackers can obtain your password. (√)

44. A type of phishing is a message telling you that you have won With a prize, you must send your bank account number details to receive it on her. (√)

45. Phishing send messages which completely free of grammatical and spelling errors. (×)

46. The terms Phishing – Smishing both mean phishing. (√)

47. Only multi-factor authentication is used I Strengthen passwords And strengthen it. (×)

48. Password management software means providing Two ways at the least to define _ on Yourself. (×)

49. often multi-factor collect between Known worker And a worker Another one you own. (√)

50. Password management software It tells you whether your password Traffic that You have very weak, or If you have used it previously. (√)

51. There is no way to protect your personal data from hackers. (×)

52. Password management software cannot It tells you if one of your passwords has been stolen online. (×)

53. Management software Passwords only Create a strong, unique passwords (×)

54. There is no way to back up your files. (×)

55. One of the factors of multi-factor authentication is the presence of a factor Another that only you own. (√)

56. (PIN) is from one of the factors of multi-factor authentication (√)

Choose the correct answer from the following:-

1. To create a formula in Excel, click on the cell and type............

= equals " " Quoting ( ) Parentheses

2. When arranging information alphabetically in Excel, go to the .... bar.

Toolbar Copying cells

3. The .... program is used to perform simple formulas

Word | Zoom | Excel

4. ....program is used to create mathematical tables and graphs

Word | Excel | PowerPoint

5. ،It is preferable to share government decisionsadvertisements and general news through.........................

The Internet | Excel | Toolbar

6. ....is used to share ،information over a closed network ,and it's safer.

Intranet | The Internet | Excel

7. When creating a mathematical formula, the sign .... is used for multiplication.

= | + | *

8. When creating a mathematical formula, the sign.................. is usedTo collect.

= | + | *

9. To arrange the information alphabetically, from the Toolbar, click on the .... tab, then on Sort

Data | Format | File

10. In excel the letters .... of columns.

Top | down | left

11. Excel is used to create...................

Presentations | Arithmetic formulas | Reports

12. Scam websites work to obtain...........................

Your computer | URL | Your personal information

13. An example of phishing is access to..............................from an unknown person

a) A letter from your father | b) A message telling you that you have won | c) A message from one of your friends

14. One of the forms of .... is the receipt of a message from an unknown person asking you for your information in order to obtain a prize

The Internet | Phishing | Password management

15. .It is sending a text message that appears real, but is not.................

Smishing | Phishing | Hacking

16. To protect your personal data from hackers, you can use...................

Password management software | Multi-factor authentication | Both

17. .Used to reinforce and strengthen passwords................................

Multi-factor authentication | Data breach | Email

18. management software Passwords Creates .... password for each of your accounts

Fake | Strong and unique | short and weak

19. Phishing messages can be identified by containing................

Strong passwords | Symbols and signs | errors Spelling and grammar

20. There are multiple ways through which a computer's ....can obtain your password

Hackers | Designers | programmers

21. Fake messages can be identified because they contain many......................errors

Grammatical | Sports | physical

22. Using...................passwords for different sites keeps your information secure

Similar | Weak | different

23. You can protect your files from viruses or loss by doing................

Shut down the device | A backup | Personal data

24. ....is trying to obtain the bank account number of an adult in order to steal his money

Your teacher | Hacker | family member

25. Hackers can send......................

gift | Malware | Prize

26. You can create a backup copy of your files by........................

Applications and programs | External hard drive | All of the above

27. personally identifiable information means ....

HDMI | PII | CD

28. ....is a safer way to copy files And save as much space as flash disks

External hard drive Scanner The virus

29. It is preferable not to subscribe to a website It requires a lot of................

Programs Applications Personal information

30. It is recommended to use .... programs on your devices to protect your files and data.

Harmful Antivirus espionage

31. It is preferable to .... your files on an external hard drive to protect them from hacking.

A backup Hacking programs Shut down the device

32. It is preferable to use....................passwords that contain letters and numbers And special signs

short Weak strong

Model (1)

Put (√) or (×):-

1. When creating a mathematical formula, the + sign is used for multiplication. ( )
2. To add the values in columnsA ،B and ،C of row16 the ، formula is written as follows:= A8 + B8 + C8 ( )
3. The information you share over the Internet may be at risk. ( )
4. To maintain the security of your information, you must limit your personal information online. ( )
5. One of the factors of multi-factor authentication is the presence of a factor Another that only you own. ( )

Choose the correct answer from the following:-

1. To create a formula in Excel, click on the cell and type.................................

   = equals   " " Quoting   ( ) Parentheses

2. To sort the information alphabetically fromthe Toolbar, click on the tab, then ....Sort

   Data   Format   File

3. It is sending a text message that appears real, but is not.................

   Smishing   Phishing   Hacking

4. Fake messages can be identified because they contain many ....errors.

   Grammatical   Sports   physical

5. It is preferable to use......................passwords that contain letters and numbers And special signs.

   A) short   b) Weak   C) strong

Model (2)

Put (√) or (×):-

1. The Internet is used to share information over a closed ،network It is safer ( )
2. Excel is used to prepare graphs and mathematical formulas ( )
3. ،It is preferable to share government decisions, advertisements and general news through the intranet . ( )
4. Strong passwords must contain letters and numbers only ( )
5. Antivirus software must be installed on your devices ( )

Choose the correct answer from the following:-

1. management software Passwords Creates .... password for each of your accounts

Fake	Strong and unique	short and weak

2. You can protect your files from viruses or loss by doing...........................

Shut down the device	A backup	Personal data

3. ....is a safer way to copy files And save as much space as flash disks

External hard drive	Scanner	The virus

4. When arranging information alphabetically in Excel, go to the .... bar.

Toolbar	Copying	cells

5. Scam websites work to obtain ....

Your computer	URL	Your personal information

Model (3)

Put (√) or (×):-

1. When sharing information electronically, you do not have to decide what to share. ( )
2. Arrange information alphabetically in Excel Go to the Format bar and choose the command Sort. ( )
3. Row titles in Excel begin with numbers. ( )
4. Protecting files and storing them on devices is not necessary ( )
5. It is difficult to back up through an external hard drive ( )

Choose the correct answer from the following:-

1. Used to reinforce and strengthen passwords................................

   Multi-factor authentication — Data breach — Email

2. Excel is used to create.......................

   Presentations — Arithmetic formulas — Reports

3. To protect your personal data from hackers, you can use..............................

   Password management software — Multi-factor authentication — Both

4. Phishing messages can be identified by containing.............................

   Strong passwords — Symbols and signs — errors Spelling and grammar

5. To arrange the information alphabetically, from the Toolbar, click on the tab, then on ....Sort

   Data — Format — File

Model (4)

Put (√) or (×):-

1. When sharing information electronically, you do not have to decide what to share. ( )
2. Arrange information alphabetically in Excel, Go to theFormat bar and choose the command Sort. ( )
3. It is not necessary to write the = sign at the beginning of creating the formula in Excel. ( )
4. You should not subscribe to a website that requests a lot of personal information. ( )
5. The password must be strong. ( )

Choose the correct answer from the following:-

1. You can protect your files from viruses or loss by doing.........................

Shut down the device	A backup	Personal data

2. Used to reinforce and strengthen passwords.................................

Multi-factor authentication	Data breach	Email

3. ...Excel is used to create

Presentations	Arithmetic formulas	Reports

4. Hackers can send...........................

A gift	Malware	Prize

5. ...You can create a backup copy of your files by

Applications and programs	External hard drive	All of the above

Model 1

Put (√) or (×):-	Choose the correct answer from the following:-
(×)	= equals
(×)	Data
(√)	Smishing
(√)	Grammatical
(√)	Strong

Model 2

Put (√) or (×):-	Choose the correct answer from the following:-
(×)	Strong and unique
(√)	Backup
(×)	External hard disk
(×)	Toolbar
(√)	Your personal information

Model 3

Put (√) or (×):-	Choose the correct answer from the following:-
(×)	Multi-factor authentication
(×)	Arithmetic formulas
(√)	both of them
(×)	Spelling and grammar mistakes
(×)	Data

Model 4

Put (√) or (×):-	Choose the correct answer from the following:-
(×)	Backup
(×)	Multi-factor authentication
(×)	Arithmetic formulas
(√)	Malware
(√)	all the above

Question 1: Choose the correct answer

1- when creating a formula, use the ……… sign for subtraction

a) +
b) –
c) =

2- Typing ………. In the cell, tell the excel that you are creating a formula

a) +
b) –
c) =

3- if you want to sum the values in column A, B and C from row 4, the formula is ……….

a) C4+b4+a4
b) C4-b4-a4
c) A4+b4+c5

4- ………is an ecologist and photographer,

A) Albert Lin
B) Fred Hiebert
C) Jeff Kerby

5- …………your devices regularly keep your data safe.

A) Uploading
B) Updating
C) Restarting

6- if a website asks you to enter much personal Information, you should

A) enters all your data
B) enters trusted data only
C) avoids using this website

7- ………… websites offer you a prize that you never get.

A) Online shopping sites

B) Scareware websites

C) Sweepstakes

8- Sometimes, the photographer uses his……….. to take quick pictures.

A) Computer
B) mobile phone
C) GPS

9-When you want to use an image, you must mention the……………. of the photographer

a) name

b) address

c) number

10-…………..is considered a strong password.

a. Adam123 b.abcd123 c. RT#8gb*1

11-To protect your image, share them with ....

a) Low resolution
b) High resolution
c) Normal resolution
d) Flash memory

12-Passwords must be........... for each website you register on

a) different

b) weak

c) similar

13-If Jeff Kerby needs to share photos with his colleagues immediately, he uses……….

a) cell phone applications

b) camera and drones

c)social media sites

14-………………..is sending a fake message via e-mail or social media applications that look real.

a) phishing

b) Anti-viruses

c) Search engines

15-You can move to different places using ....

a) hard drives

b) GPS

c) laptops

16-………… use the internet to break into your computer to steal your information.

A) Programmers

b) Hackers

c) Thieves

17- Phishing messages can be identified by containing…………

a) trusted information

b) spelling errors

c) accurate information

18-Photographers should share their high-resolution photos with

a) people they know

b) people they trust

c) all people

19-……………. information includes your name, address, and your passwords.

a) Internet

b) Public

c) Personal

20-Smishing is the same thing as phishing, but it is sent by………..

a) e-mails

b) text messages

c) social media sites

21-Passwords can be strengthened by

a) multi-factor authentication

b) anti-virus software

c) web browsers

22-Using photographs that were taken by others without asking permission is………………….

a) owning images

b) copyright infringement

c) back-up copies

23- .... law protects print and digital content

a) Copyright
b) Hacker
c) Work

24- A photographer protects his work by not sharing images with ....

a) High resolution
b) Text
c) Low resolution
d) Message

25- you can keep your files from viruses or loss by making ....

a) Backup
b) Off device
c) Personal information
d) None of them

26- we can back up our important files using..............

a) GPS
b) External hard drives
c) Password
d) All of the above

27- .... means make another copy of your work to keep it safe

a) Copyrights
b) Back up
c) Save
d) PII

28- Back up copies of files are created on ....

a) Flash memory
b) External hard disk
c) Both a and b
d) GPS

29- Hackers can get your password by a .... way

a) Updating
b) Phishing
c) Planning
d) Chatting

30- .... means you provide at least two ways of identifying yourself

A) MFA
B) Password
C) Email
D) PIN

31- Networks used to share information and less secure is ....

a) Network
b) Internet
c) Intranet

Question 2: Put true or false

1- Password management software is used to create strong passwords ( )
2- Password managers create a unique password ( )
3- One type of phishing is receiving a message telling you that you won an award ( )
4- Strong passwords contain letters and numbers only ( )
5- We don't need a strong password to protect our personal data ( )
6- Hybrid backup is a safer way to back up and store files ( )
7- An antivirus helps you keep your personal data safe ( )
8- When you are asked for credit card details to pay for shipping online you should provide them ( )
9- You should not sign up to a website that asks for a lot of personal information ( )
10- Anti-virus software is ineffective to protect its owner from dangers of the internet ( )
11- Some apps and software programs can back up data automatically ( )
12- Jeff Kerby is a dentist ( )
13- Copy right law does not protect print and digital content ( )
14- Owning photos is having the legal right to publish the photo ( )
15- It is more difficult to hack your account if you have a strong password ( )
16- Jeff Kerby ensures that his work is protected by sharing high quality photos ( )
17- Photographers can protect their work from copy right infringement by placing a water mark on their photos ( )
18- To create a simple formula, we select the cell and then type a (*) sign to let Excel know that we want to create a formula. ( )
19- You can add or subtract any data using Microsoft excel. ( )

20- The rows are labeled with numbers, while the columns are labeled with letters in Excel. ( )
21- Jeff Kerby is an archaeologist and a mentor. ( )
22- Phishing is one of the ways that hackers use to get your password. ( )
23- To sort the information in alphabetical order by excel, go to the toolbar then click on data them click on sort ( )
24- Scareware websites offer you a prize that you never get. ( )
25- Phishing is a text message that looks real, but isn't ( )
26- We must try to limit the personal information we share online. ( )
27- Phishing messages cannot be recognized. ( )
28- Sweepstakes never sends you the correct items you bought. ( )
29- Strong passwords must contain letters, numbers, and special signs. ( )
30- Data-stealing software may ask you to enter your bank account details. ( )
31- Hackers can send a virus to all the e-mail addresses in your e-mail account. ( )
32- Websites that ask for too much personal information are safe. ( )
33- People can use photographs without asking permission from their owners. ( )
34- Anti-virus can tell you if one of your passwords has been stolen online. ( )
35- The flash memory is preferred to store large files than the external hard drive. ( )
36- Both hard disks and flash memory are used for the same purpose ( )
37- Phishing means providing at least two ways of identifying yourself. ( )

Question 3: Complete the following sentences (Advanced level)

1- To open Microsoft Excel we open the……….. menu
2- We can set a simple formula using …………..
3- ……………..is an ecologist and a photographer.
4- ………………… are trips to places where one takes photographs of the area.
5- Jeff Kerby ensures that his work is protected by sharing…………. photos that won't look good if printed
6- ……………is sending a message via e-mail or social media applications that looks real but isn't.
7- ……………………is to provide at least two ways of identifying yourself
8- ………………helps you create strong passwords to protect your personal data from hacker

Model answers

Question 1

1-b, 2-c, 3-a, 4-c, 5-b, 6-c, 7-c, 8-b, 9-a, 10-c, 11-a, 12-a, 13-a, 14-a, 15-b, 16-b, 17-b, 18-b, 19-c, 20-b, 21-a, 22-b, 23-a, 24-a, 25-a, 26-b, 27-b, 28-c, 29-b, 30-a, 31-b

Question 2

1-T, 2-T, 3-T, 4-F, 5-F, 6-T, 7-T, 8-F, 9-T, 10-F, 11-T, 12-F, 13-F, 14-T, 15-T, 16-F, 17-T, 18-F, 19-T, 20-T, 21-F, 22-T, 23-T, 24-F, 25-F, 26-T, 27-F, 28-F, 29-T, 30-T, 31-T, 32-F, 33-F, 34-F, 35-F, 36-T, 37-F

Question3

1-start , 2-Excel, 3-Jeff Kerby, 4-Photography expedition

5-low resolution, 6-phishing, 7-Multi factor authentication (MFA), 8-Password manager

Fifth grade primary - First semester
Information and communication technology
Theme (1) lessons (5-8) Review - paper (1)

(5) Q1: One of the possible solutions to the problem of slowing down the computer when opening an application is ....

A	Check for software updates	B	Check your Wi-Fi connection	C	Contact customer service

Q2: One of the possible solutions to the problem of slow search engine work is ....

A	restart the computer	B	check the Wi-Fi connection	C	contact customer service

Q3: ....is a Possible solutions to the problem of disconnection from the Internet

A	a restart the computer	B	delete some apps	C	make sure the router is on

Q4:....................is a Possible solutions to the problem of slow loading ....

A	delete some apps	B	check internet speed	C	contact customer service

(6) Q5: By .... you can save photos and documents on your pc and use them later.

A	scanner	B	Qr code	C	digital camera

Q6: It provides you............... the ability to take high-quality photos to save them on your computer.

A	scanner	B	Qr code	C	digital camera

Q7: You can store a lot of data with quick access by simply scanning .... with the phone's camera.

A	scanner	B	Qr code	C	digital camera

Q8: .... allows the user to access the data stored in it immediately when it is scanned.

A	scanner	B	Qr code	C	digital camera

Q9: .... converts images from their graphic nature into digital images compatible with the computer.

A	scanner	B	Qr code	C	digital camera

Q10: .... allows you to view images and delete unwanted ones before printing them, with a memory card attached to.

A	scanner	B	Qr code	C	digital camera

Q11: .... is used for storing and transferring data and is characterized by its small size

A	QR Code	B	Flash Memory	C	Digital Camera

Q12: To create a main folder from the shortcut menu, choose NEW, then ...., then put a suitable title for it.

A	SHORTCUT	B	DOCUMENT	C	FOLDER

(7) Q13: What is important when searching for information?

A	planning the research	B	selecting the results	C	analyzing the results

Q14: What is the importance of evaluating information?

A	Organizing ideas	B	Verifying the information	C	Both of them

Q15: What is the one thing you need to do after finding the information?

A	Publish it as soon as possible	B	Evaluate and select	C	Delete the information

Q16: Why is it important to work collaboratively with the class?

A	to avoid plagiarism	B	to get better grades	C	to learn from each other

Fifth grade primary – First semester
Information and communication technology
Theme (1)lessons (5-8) Review – paper (2)

Q17: Which of the following practices is considered good when exchanging knowledge with classmates?

A	Only one person should search for information	B	Two people should search for the same information and share results	C	Results should not be shared with classmates

Q18: What should be done before conducting a search for information?

A	Define keywords for searches	B	Use complete sentences when searching	C	Share results before making a search

Q19: What should you do when searching online and you cannot find what you are looking for using the search words?

A	stop searching	B	try the same words	C	use synonyms of word

(8) Q20: What is the main difference between sharing information on the Internet and an intranet?

A	Internet is safer than Intranet	B	Internet is less secure than intranet	C	intranet is used to share information across www

Q21: What should you click on from the toolbar to sort information in alphabetical order in Excel?

A	DATA	B	REVIEW	C	HOME

Q22: What are the mathematical operations that you can assign formulas to in Excel?

A	addition and subtraction	B	multiplication and division	C	Both of them

Q23: If you want to add the data from columns A, B, and C, row 8, what formula should you use:

A	A8+B8+C8	B	=A8+B8+C8	C	=A8/B8/C8

Q24: How can you write cell names when creating a formula in Excel?

A	Write only the column number	B	Write only the row letter	C	Write the row letter followed by the column number

Fifth grade primary – First semester
Information and communication technology
Theme (1)lessons (5-8) Review – paper (3)

Complete the following sentences with suitable words from the brackets:

LESSON 5 Internet connection problems and solutions

(No internet connection – identify the problem – check the internet speed – different ways – check for software updates)

1 – .... is the first step in the computer troubleshooting process. (identify the problem)
2– You should always think about .... that can be followed to solve the problem and plan for it. (different)
3 – One of the possible solutions to a slow computer when opening an application is .... (updates)
4 – Contacting the customer service of the ISP from possible solutions to the problem of .... (No internet)
5– When downloading a file from the Internet, I noticed that the download was slow, so I decided to (speed)

LESSON 6 Digital file management

(Flash memory – QR code – digital camera – new folder – new shortcut – scanner)

1 – .... is known by its ease of use, as mobile can read it through camera. (QR)
2– .... is used to convert paper documents or photos into a digital format that can be stored on a computer. .(Scanner)
3 – .... is a digital storage device that can be reprogrammed and erased and is available in different capacities. .(Flash memory)
4 – Through .... you can take photos and videos that you can preview instantly. .(digital camera)
5– To create a main folder, select from the shortcut menu .... (new folder)

LESSON 7 Information search strategies

(knowledge – evaluation – specify – synonyms – plan – tools)

1– When searching for information, it is important to .... for your research. (plan)
2– The Internet contains a huge amount of information. You have to ....the information you seek. (specify)
3 – The initial information that you find needs............... before completing your work. .(evaluation)
4– It is important to cooperate with your classmates while constructing..................... (knowledge).
5 – You can use .... to expand your search in case you do not get the required results. (synonyms)

LESSON 8 Sharing information

(www – less – (/) – closed – data – (=))

1 – Compared to the intranet, the Internet .... safety. .(less)
2 – The intranet is used to share information within a.................... network (closed).
3 – The Internet is used to share information via .... (www).
4 – To sort the information in alphabetical order in Excel, go to the toolbar and click .... (Data)
5– To assign a formula to a cell in Excel, you must write the symbol .... at its beginning. .(=)

Fifth grade primary – First semester
Information and communication technology
Theme (1)lessons (5-8) Review – paper (4)

Put the word (true) in front of the correct statement and the word (false) in front of the incorrect statement in the following:

LESSON 5 Internet connection problems and solutions		
1	Fred Hebert uses Word, Excel, and PowerPoint in his presentations.	True
2	Fred Hebert uses email and video conferencing to share his discoveries.	True
3	Troubleshooting involves determining if the problem is hardware or software related.	True
4	It is important to think and plan different ways to solve the problem.	True
5	Trying every possible solution until you find a solution or come to idea that is not important to the problem	False
6	If a solution is not found, it is recommended to seek help from a teacher or a family member.	True
7	The troubleshooting process starts with potential solutions right away.	False
8	It is not necessary to think about what has been learned if the problem is not resolved.	False
9	Shutting down and restarting your pc is an effective solution to a slow computer when an app is opened	True
10	Checking the Wi-Fi signal does not affect the speed of the browser.	False
11	Using a Wi-Fi connection troubleshooter can solve the problem of not connecting to the Internet.	True
12	Checking internet speed has nothing to do with troubleshooting slow downloads.	False
13	Contact your internet service provider for assistance, a potential solution to no internet connection.	True
LESSON 6 Digital file management		
14	Flash memory is a type of storage media that can be erased and reprogrammed.	True
15	Flash memory is usually used to store and transfer data quickly.	True
16	Flash memory is a type of memory that requires a continuous power supply to hold data.	False
17	A scanner is a device that converts physical documents or images into digital data.	True
18	Scanners use light sensors to capture the image or text from a document or photo.	True
19	Scanners are only capable of scanning typed text, not handwritten ones.	False
20	A QR code can store various types of information, such as URLs, contact information, or product details.	True
21	QR codes can only be scanned and decoded using specialized QR code reader hardware.	False
22	QR codes can be scanned and decoded using smartphone cameras and scanning apps.	True
23	Digital cameras rely on the use of film rolls to store captured images.	False
24	Digital cameras have a limited storage capacity and cannot expand their memory.	False
25	flash memory can be removed from the digital camera and used in other compatible devices.	True
26	The image can be previewed before printing in digital cameras	True
LESSON 7 Information search strategies		
27	When you search for information, you are constructing knowledge.	True
28	Planning searches is not important when searching for information.	False
29	It is not necessary to thoroughly analyze and verify the information you find during your search.	False
30	internet provides a limited amount of information, so you don't need to be selective about what you search for.	False
31	It is important to work collaboratively with classmates when constructing knowledge.	True
32	Breaking down a topic into smaller subtopics is a useful approach to gathering information.	True
33	It is recommended to use complete sentences as search queries when searching for information.	False
34	Sharing and organizing the information obtained is important for the final presentation.	True
35	It is not necessary to try different keywords in your online searches.	False
36	Using word synonyms is a useful strategy when trying different keywords.	True
37	Exploring different words with similar meanings can improve the effectiveness of your online searches.	True
38	Synonyms are not helpful in broadening search results.	False
39	Using different keywords with similar meanings can lead to more comprehensive search results.	True
LESSON 8 Sharing information		
40	The Internet is used to share information across the web and is less secure.	True
41	Intranet is used to share information in a closed network which is more secure.	True
42	Microsoft Excel can be used to sort information in alphabetical order.	True
43	To set a formula in Excel, you need to click on the cell where you want to set the formula and type "=".	True
44	In Excel, you can use formulas to add, subtract, multiply, and divide.	True
45	When you create a formula in Excel, you refer to cells using letters for columns and numbers for rows.	True
46	Microsoft Excel does not have a built-in feature for sorting information in alphabetical order.	False
47	Formulas in Excel can only perform addition and subtraction operations, but not multiplication or division.	False

November Exam
5th grade

Choose the correct answer from the following:

1- You can use .... program to prepare presentations.
(a) PowerPoint (b) Word (c) Excel

2 - Make sure that the router is connected, and restart the router are possible solutions to the problem ....
(a) slow computer (b) slow search engine (c) disconnection of the Internet

3 - .... can be considered as a simple container for storing information that can be accessed by scanning with the phone's camera.
(a) QR code (b) flash memory (c) scanner

4- To create a main folder, you must choose the command .... from the shortcut menu, including choosing (folder).
(a) Refresh (b) New (c) View

5- When looking for information, the first step is always ....
(a) division of topics (b) selection of research topic (c) sharing of results

6 - When selecting keywords to search for sub-topics, it is not a good idea to use .....
(a) full sentences (b) synonyms word (c) exact words

7 -............... used to share information over a closed network, which is more secure.
(a) Internet (b) intranet (c) the World Wide Web.

8- To sort the information alphabetically, go to the ....bar and the Data, choose sort.
(a) title (b) tool (c) formulas.

9- To subtract the values in columns A, C, and E of row (6), we use the formula
(a) =A6-C6-E6 (b) A6-C6-E6 (c) =A6/C6/E6

10 – You can keep backup copies of your photos and files on ....
(a) external hard disk (b) digital camera (c) drone

11- Using pictures taken by others without asking their permission is considered .....
(a) backup (b) copyright infringement (c) sharing

12- The photographer may sometimes have to .... to ensure copyright protection
(a) watermarking (b) sharing low Resolution images (c) both of them

13 - reverse .... searches enables you to preserve copyright and intellectual property rights.
(a) images (b) video (c) keywords

14 - To maintain the security of personally identifiable information, you must ....
(a) using a strong password
(b) subscribing to unknown websites (c) turning off device updates

15 - .... is considered smaller in size than the external hard disk, but it is used for the same purpose.
(A) Flash memory (B) Digital camera (C) Drone

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